Triumph-Adler
The Document Business
CONSULTING REALISATION EFFICIENCY

Fax System (W)
2550ci
User Manual

2550ci
Fax System (W)
Copy / Print / Scan / Fax
A3

Safety Conventions in This Guide

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... **[General warning]**

.... **[Warning of high temperature]**

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... **[Warning of prohibited action]**

.... **[Disassembly prohibited]**

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... **[Alert of required action]**

.... **[Remove the power plug from the outlet]**

.... **[Always connect the machine to an outlet with a ground connection]**

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)

<Note>

Due to performance updating, information in this Operation Guide is subject to change without notice.

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Safety Information

About this Operation Guide

This Operation Guide contains information on using the facsimile functions of this machine. Please read the Operation Guide before you start using the machine. Keep it close to the machine for easy reference.

During use, refer to the Operation Guide for your machine for information regarding the sections listed below.

- Cautionary Labels
- Installation Precautions
- Precautions for Use
- Loading Paper
- Toner Container and Waste Toner Box Replacement
- Clearing Paper Jams
- Solving Malfunctions
- Cleaning

General Notice

Legal Notice

WE SHALL HAVE NO LIABILITY FOR LOSS, WHETHER OR PARTIAL, OF RECEIVED DOCUMENTS WHEN SUCH LOSS IS CAUSED BY DAMAGES TO THE FAX SYSTEM, MALFUNCTIONS, MISUSE, OR EXTERNAL FACTORS SUCH AS POWER OUTAGES; OR FOR PURELY ECONOMIC LOSSES OR LOST PROFITS RESULTING FROM MISSED OPPORTUNITIES ATTRIBUTABLE TO MISSED CALLS OR RECORDED MESSAGES RESULTING THEREFROM.

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IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

CAUTION: To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord.

1. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.
4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes:

ATTENTION: Pour réduire le risque d'incendie, utiliser uniquement un cordon de ligne de télécommunication de calibre 26 AWG ou supérieur de la liste UL ou bien certifié CSA.

1. Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
2. Eviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
3. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
4. Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

Declarations to European Directives

DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	**EN55024**
Limits and methods of measurement for radio interference characteristics of information technology equipment	**EN55022 Class B**
Limits for harmonic currents emissions for equipment input current ≦ 16A per phase	**EN61000-3-2**
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current ≦ 16A	**EN61000-3-3**
Safety of information technology equipment, including electrical business equipment	**EN60950-1**
Terminal Equipment (TE); Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling	**TBR 21**

Technical regulations for terminal equipment

This terminal equipment complies with:

- TBR21
- AN 01R00 AN for P
- AN 02R01 AN for CH and N
- AN 05R01 AN for D, E, GR, P and N
- AN 06R00 AN for D, GR and P
- AN 07R01 AN for D, E, P and N
- AN 09R00 AN for D
- AN 10R00 AN for D
- AN 11R00 AN for P
- AN 12R00 AN for E
- AN 16R00 General Advisory Note
- DE 03R00 National AN for D
- DE 04R00 National AN for D
- DE 05R00 National AN for D
- DE 08R00 National AN for D
- DE 09R00 National AN for D
- DE 12R00 National AN for D
- DE 14R00 National AN for D
- ES 01R01 National AN for E
- GR 01R00 National AN for GR
- GR 03R00 National AN for GR
- GR 04R00 National AN for GR
- NO 01R00 National AN for N
- NO 02R00 National AN for N
- P 03R00 National AN for P
- P 04R00 National AN for P
- P 08R00 National AN for P

Network Compatibility Declaration

The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries:

■Austria	■France	■Liechtenstein	■Slovakia
■Belgium	■Germany	■Lithuania	■Slovenia
■Bulgaria	■Greece	■Luxembourg	■Spain
■Cyprus	■Hungary	■Malta	■Sweden
■Czech	■Iceland	■Norway	■Switzerland
■Denmark	■Ireland	■Poland	■The Netherlands
■Estonia	■Italy	■Portugal	■United Kingdom
■Finland	■Latvia	■Romania	

Introduction

About This Guide

This guide consists of the following chapters.

Chapter 1 - Part Names and Functions

Explains the parts of the machine and keys on the operation panel.

Chapter 2 - Preparation Before Use

Explains the settings required before using fax.

Chapter 3 - FAX Operation (Basic)

Explains general usage of the fax function such as sending originals and receiving originals.

Chapter 4 - FAX Operation (Advanced)

Explains convenient fax functions such as setting the transmission time, continuous sending of the same originals to multiple recipients and scheduling the next transmission. Also explains advanced fax communication such as limiting the destinations and systems from which you receive originals, as well as forwarding, saving, and printing the received originals for each requirement. Furthermore, explains sub address communication functions of the machine that are compatible with other makers' systems and job accounting functions convenient for checking the communication status of fax.

Chapter 5 - Checking Transmission Results and Registration Status

Explains how to check the status of recent transmissions on the touch panel. Also, explains how to print administrative reports to check communication results and settings and registration status of the machine.

Chapter 6 - Setup and Registration

Explains various settings and registration pertaining to functions, such as adjusting the volume of the alarm sound.

Chapter 7 - Optional Equipment

Introduces the optional Internet FAX Kit(A), Expansion Memory and Dual FAX and explains how to use the machine when optional features are installed.

Chapter 8 - Internet Faxing (i-FAX) (Option)

Explains how to use the i-FAX function and the settings required for Internet faxing.

* Please substitute Internet Faxing (Option) for i-FAX.

Chapter 9 - About Network FAX

Explains how to use Network FAX functions. Read the *Network FAX Driver Operation Guide* in the included DVD (online manual) as well.

Chapter 10 - Troubleshooting

Explains how to respond to error indications and trouble.

Appendix

Explains character entry and the specifications of the machine.

NOTE: This Operation Guide contains information for using both the inch and metric versions of this machine.

The inch version of this machine is shown in the screens in this guide. If you are using the metric version, you should use the messages provided for the inch version as reference only.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys, the buttons and messages displayed on the PC screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates the messages displayed on the touch panel.	*Ready to copy* is displayed.
Note	Indicates supplemental information or operations for reference.	**NOTE:** —
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:** —

Description of Operation Procedure

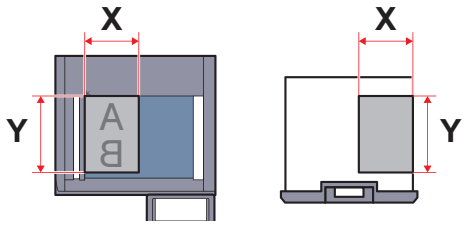
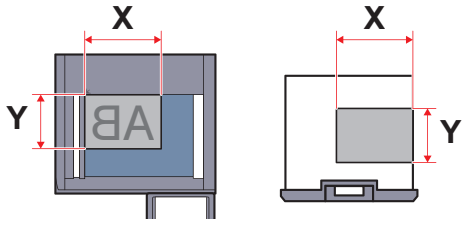
In this Operation Guide, the continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [FAX]. ▼ Press [Next] of *Transmission*. ▼ Press [Next] of *Basic*. ▼ Press [Change] of *TTI*.	Press [FAX], [Next] of *Transmission*, [Next] of *Basic*, and then [Change] of *TTI*.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the originals/paper.

Placement direction	Indicated size †
Vertical direction  Original Paper For the originals/paper, dimension Y is longer than X.	A4, B5, A5, B6, A6, Letter, Statement
Horizontal direction  Original Paper For the originals/paper, dimension Y is shorter than X.	A4-R, B5-R, A5-R, B6-R, A6-R, Letter-R, Statement-R

†. The size of the originals/paper that can be used depends on the function and source tray. For details, refer to the appropriate pages of the function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

Placement direction	Originals	Paper
Vertical direction		
Horizontal direction		

1 Part Names and Functions

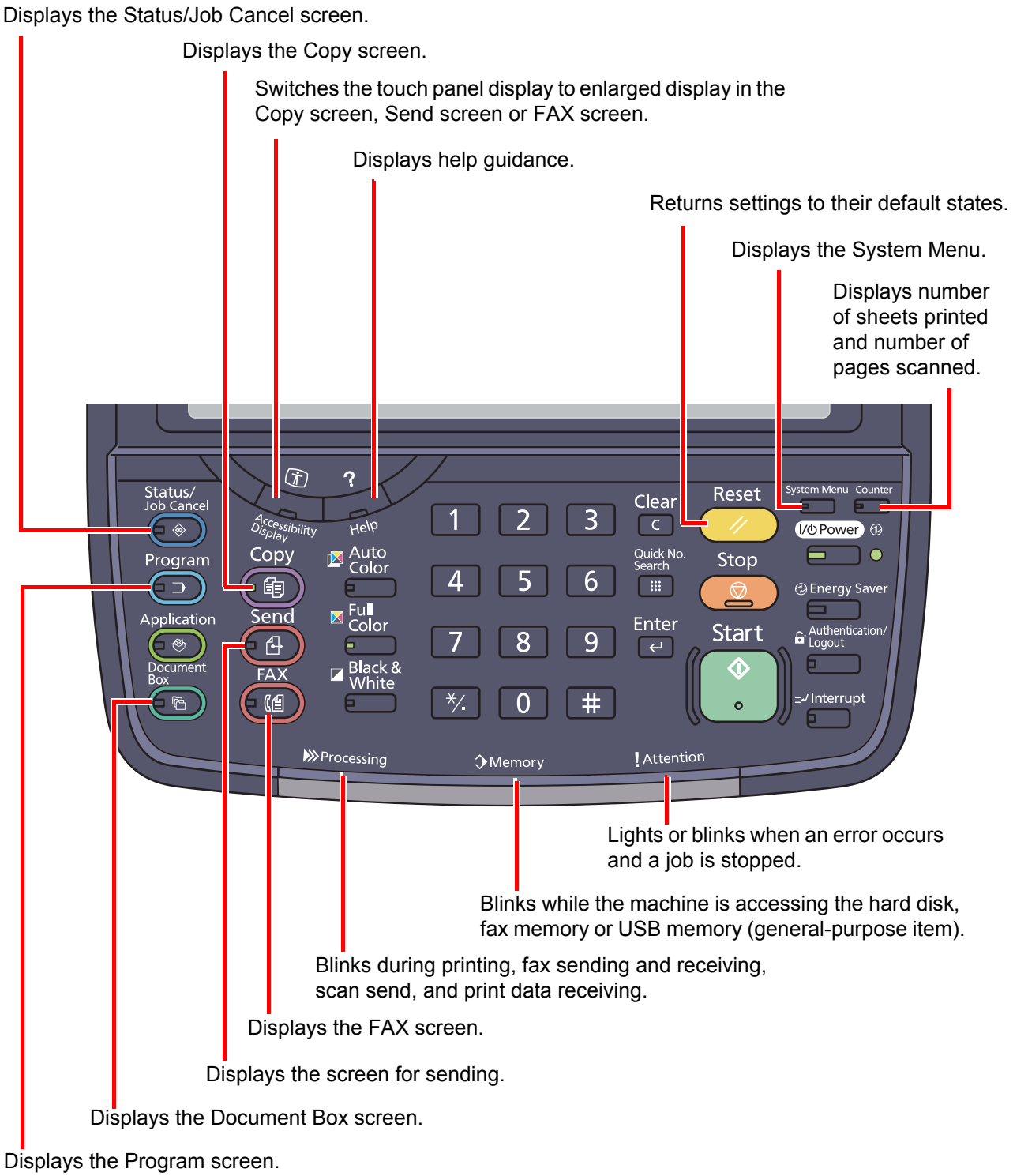
This chapter explains the names of parts when the machine is used as a fax machine after installing the FAX kit.

For other parts, refer to the machine's *Operation Guide*.

- Operation Panel 1-2
- Machine 1-4

Operation Panel

For the names of keys and indicators required when functions other than FAX are used, refer to the machine's *Operation Guide*.



* The operation panel may differ from the above illustration depending on the type of your machine.

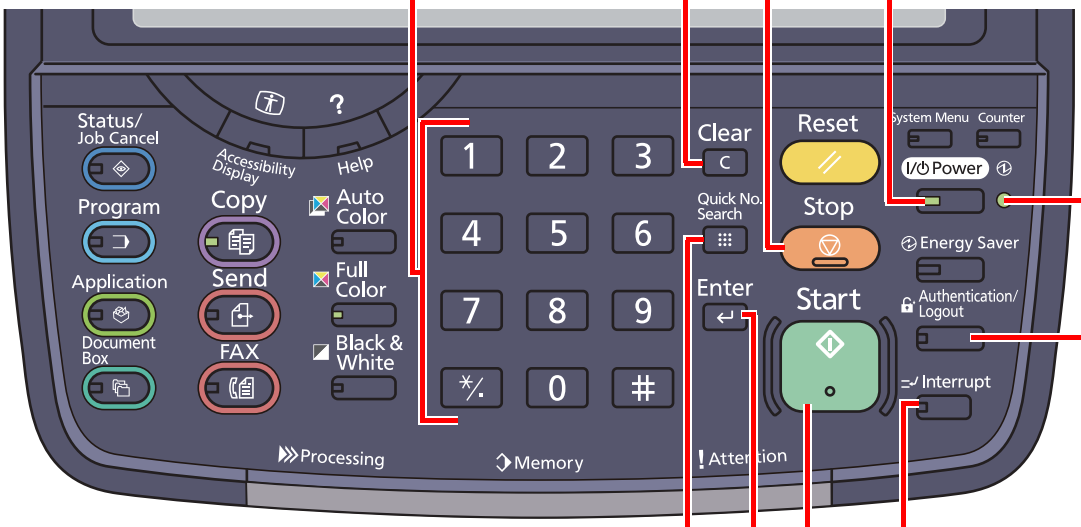
Clears entered numbers and characters.

Pauses the printing job in progress.

Puts the machine into Sleep Mode.
Recovers from Sleep if in Sleep Mode.

Lit when the machine's main power is on.

Numeric keys.
Enter numbers and symbols.



Perform user switching authentication and logout.

Displays the Interrupt Copy screen.

Starts faxing, copying and scanning operations and processing for setting operations.

Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK].

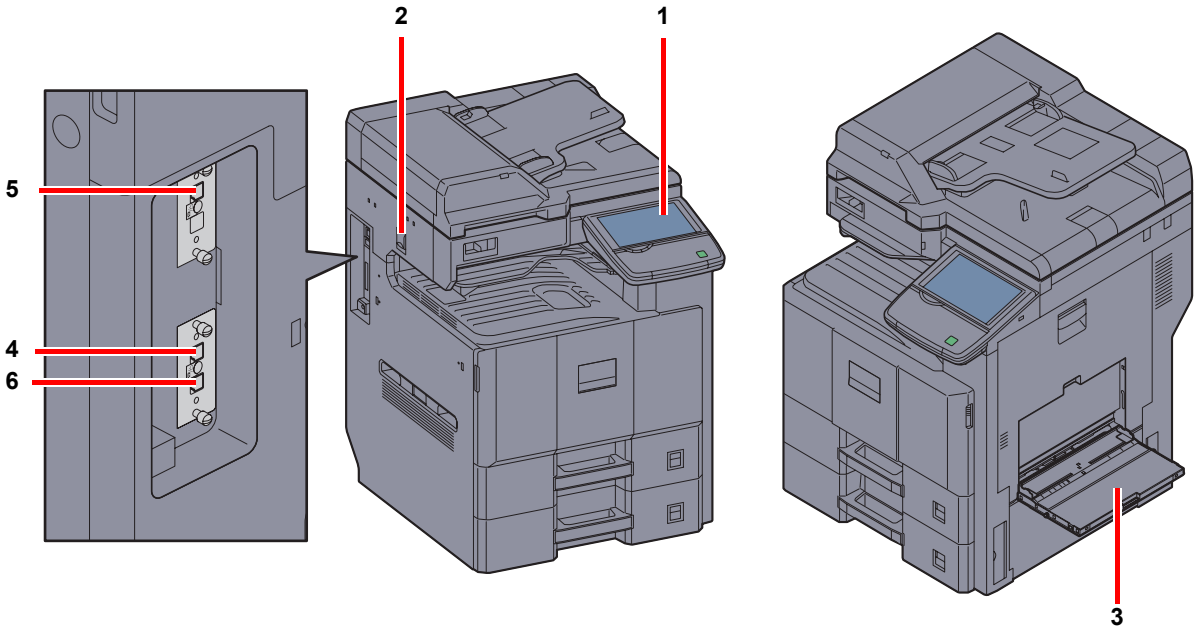
Recalls already registered destinations and programs for sending.

* The operation panel may differ from the above illustration depending on the type of your machine.

Machine

This chapter explains the names of parts when the machine is used as a fax machine.

For the parts required when functions other than FAX are used, refer to the machine's *Operation Guide*.

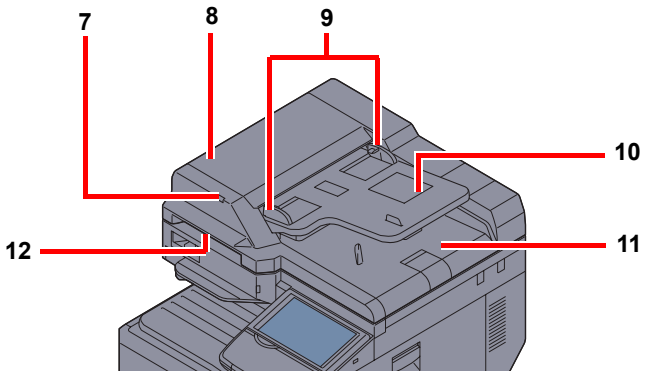


* The machine may differ from the above illustration depending on the type of your machine.

1	Operation panel	Perform the fax operation with this panel.
2	Main power switch	Set this switch to the ON (|) side when performing the fax or copier operation. The touch panel lights to enable operation.
3	MP (Multi Purpose) tray	Set the paper in this tray when using a type of paper other than the cassette (e.g., when using special paper).
4	LINE connector (L1)	Connect the modular cord for the telephone line to this connector. This connector is Port 1.
5	LINE connector (L2)	If you install 2 optional FAX Kits (Dual FAX option), you can use Port 2. Connect the modular cord for the telephone line to this connector.
6	TEL connector (T1)	When using a commercially available telephone set, connect the modular cord to this connector.

IMPORTANT: You cannot receive a fax when the main power switch is turned off. To receive faxes with the power turned off, press the **Power** key on the operation panel.

Document Processor



* The machine may differ from the above illustration depending on the type of your machine.

7	Original loaded indicator	Indicates the original status in the Document Processor. The indicator lights in green when the original is correctly set.
8	Top cover	Open this cover when the original jammed in the Document Processor.
9	Original width guides	Adjust these guides according to the original width.
10	Original table	Stack the sheet originals on this table.
11	Original eject table	Read originals are ejected onto this table.
12	Opening handle	Hold this handle when opening or closing the Document Processor.

2 Preparation Before Use

This chapter explains the preparation necessary before the machine is used.

There is no need for the customer to undertake this preparation if it has already been carried out by a service representative.

- Quick Setup Wizard (Fax Setup) 2-2
- Date and Time Entry 2-4
- Using the Address Book 2-5
- Using One-touch Keys 2-14

Quick Setup Wizard (Fax Setup)

In quick setup mode, a wizard is used to configure the following settings Be sure to complete the settings before using the fax system.

Fax setup items

Step	Setting item	Description	Reference Page
1.Dialing/RX Mode	Dialing Mode(Port 1) Dialing Mode(Port 2)	Select the dialing mode according to the line type.	*6-2*
	Reception Mode	Select the reception mode.	*6-14*
	Auto (DRD)	Select the reception pattern.	*6-19*
2.Local FAX info.	Local FAX Name(Port 1) Local FAX Name(Port 2)	Register the local fax name printed on the fax on the receiving system.	*6-4*
	Local FAX Number(Port 1) Local FAX Number(Port 2)	Enter the local fax number to be printed on the fax on the receiving system.	*6-5*
	Local FAX ID	Enter the local fax ID. The local fax ID can limit other parties with which you can communicate. Enter the four-digit local FAX ID number.	*6-5*
	TTI	Select whether or not to print the local fax information on the fax on the receiving system.	*6-3*
3.Sound Volume	FAX Speaker Volume	Set the volume when pressing [On Hook]. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook].	*6-12*
	FAX Monitor Volume	Set the monitor volume. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission.	*6-12*
4.Rings	Rings(Normal)	Set number of times to let phone ring before answering a call.	*6-11*
	Rings(TAD)	Set number of times to let phone ring before switching to the answering machine.	*6-9*
	Rings(FAX/TEL)	Set number of times to let phone ring before switching the FAX and the phone.	*6-11*
5.Output	Paper Output (Port 1) Paper Output (Port 2)	Select paper output for the received FAX.	*6-39*
	Reduced RX Size	Reduces the received FAX size before printing if the size is larger than the current paper size.	*6-34*
6.Redial	Retry Times	Set the number of redials.	*6-13*

NOTE: The settings can be changed in the system menu.

Fax setup procedure

1 Press the **System Menu** key.

2 Press [Quick Setup Wizard], [FAX Setup], and then [Next].

Start the wizard.

3 Select the region and press [OK].

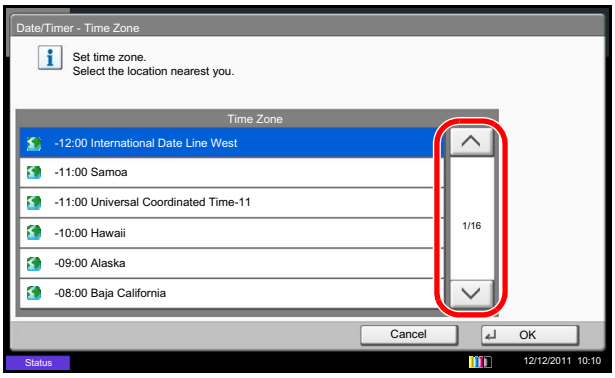
Key	Description
End	Exits the wizard.
Back	Returns to the previous item.
Skip	Advances to the next item without setting the current item.
Next	Advances to the next item.

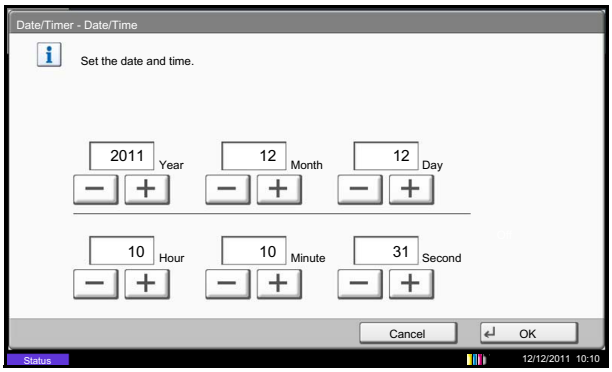
4 When setup is finished, press [Finish].

Date and Time Entry

Register the date and time of the machine's built-in clock. Because the FAX delayed transmission is conducted based on the time registered here, be sure to register the correct date and time.

IMPORTANT: Correct the time displayed on the touch panel of the operation panel regularly. Otherwise, the time displayed may eventually deviate from the current time.





1 Press the **System Menu** key.

2 Press [∨], and then [Date/Timer].

The user authentication screen is displayed. Enter a login user name and password, and press [Login].
The factory default settings for the login user name and password are both '2500'.

3 Press [Change] of *Time Zone*.

4 Select the region and press [OK].

NOTE: Press [∧] or [∨] to view the next region.

5 Press [Off] or [On] of *Summer Time* and then press [OK].

NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear.

6 Press [Change] of *Date/Time*.

7 Enter the date and time using [+]/[-]. Enter the time by a 24-hour system.

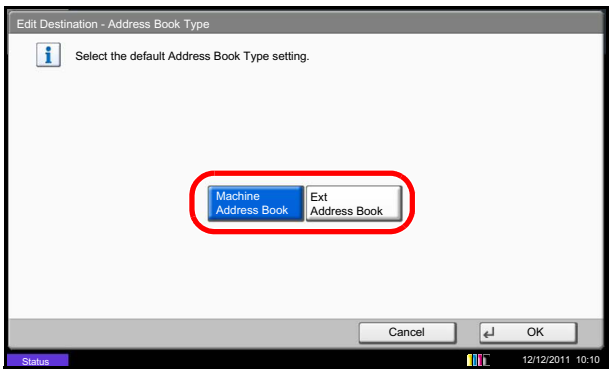
8 Press [OK].

Using the Address Book

You can select the destination for a fax or i-FAX from the Address Book.
You can select [Ext Address Book] to use an LDAP address book. For Extended Address Book, refer to the *Embedded Web Server RX User Guide*.

Changing the initially displayed address book

Set the initially displayed address book to [Machine Address Book] or [Ext Address Book] (LDAP address book).



1 Press the **System Menu** key.

2 Press [Edit Destination], [Next] of *Address Book Defaults*, and then [Change] of *Address Book Type*.

3 Select the items that you want to set from [Machine Address Book] or [Ext Address Book], and press [OK].

Registering a New Destination

You can register new destinations to the Address Book. There are two registration methods - contact registration; and, group registration for registering several contact registrations as a unit.

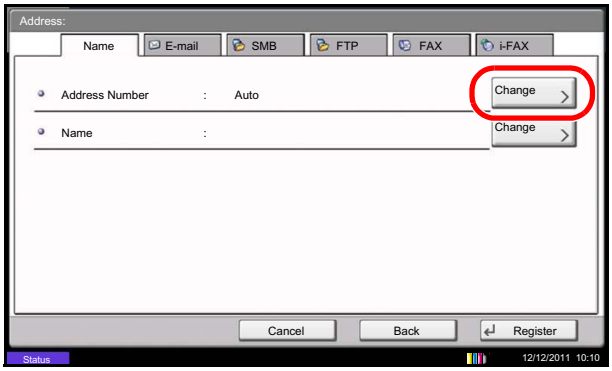
NOTE: To register an i-FAX address as a contact, refer to *Contact Registration (i-FAX) on page 2-8*.

Contact Registration (fax)

Up to 2,000 destinations can be registered. Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM communication can be registered for each destination.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact], and then [Next].



3 Press [Change] of *Address Number*.

4 Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500).

NOTE: The address number is the identification number for each destination. You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

When '0000' is displayed, an available number is automatically assigned.

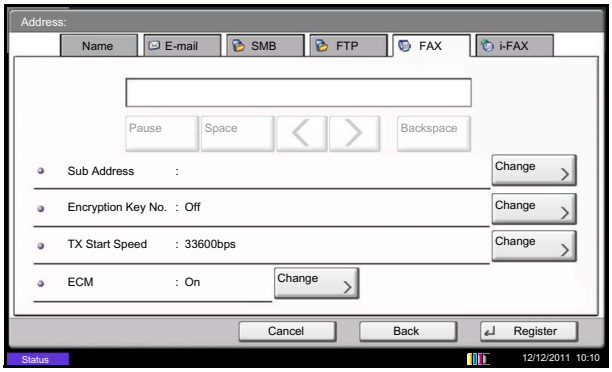
5 Press [OK].

6 Press [Change] of *Name*.

7 Enter the destination name to be displayed on the Address Book, and press [OK]. Up to 32 characters can be entered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

8 Press [FAX].



9 Use the numeric keys to enter the number of the receiving system.

NOTE: Up to 32 digits can be entered as the number of the receiving system.

Press [Space] to enter a space.

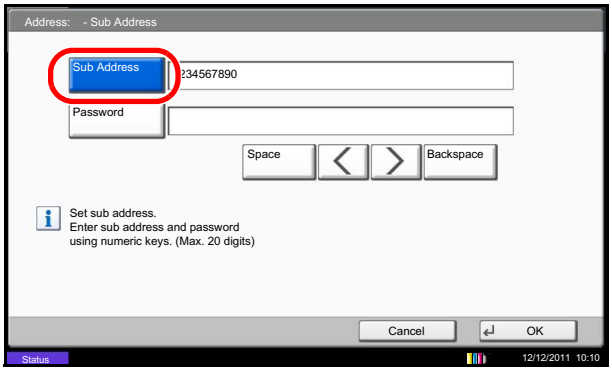
Use [<] or [>] to move the cursor.

To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the **Clear** key on the operation panel.

[Pause]

Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

10 Press [Change] of *Sub Address*. When you do not use sub address communication, go to step 14.



11 Press [Sub Address] and enter the sub address using the numeric keys.

NOTE: You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

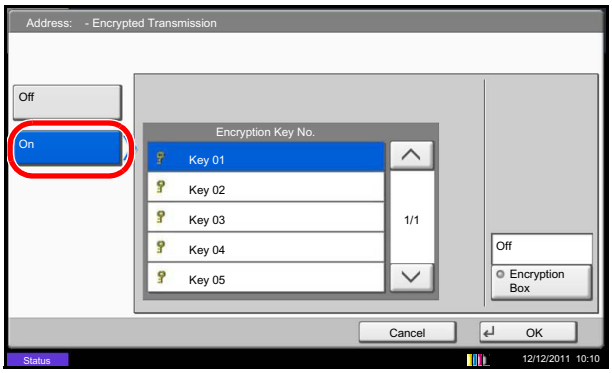
Pressing [Backspace] deletes the character to the left of the cursor.

12 Press [Password] and enter the sub address password using the numeric keys.

NOTE: You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

13 Press [OK].

14 Press [Change] of *Encryption Key No*. If you are not using encryption, go to step 19.



15 Press [On], and select Encryption Key No.

NOTE: Register the encryption key in advance. For details, refer to *Registering an Encryption Key on page 6-30*.

16 To specify the FAX Box of the receiving system, press [Encryption Box], and go to the next step.

To print originals in the receiving system, select [Off], press [OK], and go to Step 19.

17 Press [On], and enter the encryption FAX Box number (four digits) with the numeric keys, and press [OK].

18 Press [OK].

19 If necessary, press [TX Start Speed] and [ECM] to change the settings. Press [Change] of each key to change the settings, and press [OK].

Key	Description
TX Start Speed	To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
ECM	ECM (error correction mode) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key.

20 Check if each item has been entered correctly.

21 Check if the destination has been set correctly, and press [Register]. The destination is added to the Address Book.

22 The one-touch key registration confirmation screen appears. Select [Yes] or [No].
If you selected [Yes], the one-touch key registration screen appears. Go to the next step.
If you selected [No], registration ends.

23 Select the One-touch key number to which to register the destination, and Press [Next].

24 Select the destination to which to register, and Press [Next].

The destination details can be changed by selecting the destination and pressing [Detail].

25 Press [Change] for [Display Name] and [Destination] to change the settings as needed.

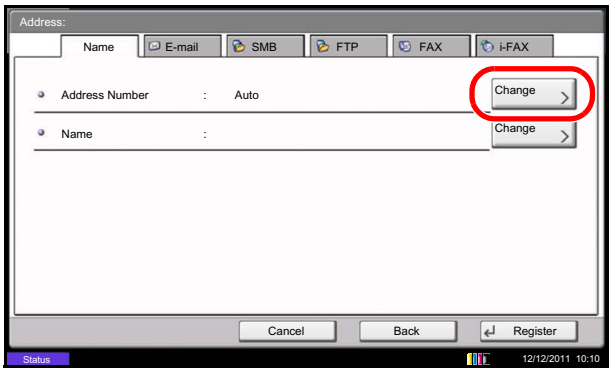
26 Press [Register].

If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

Contact Registration (i-FAX)

Up to 2,000 contacts can be registered. Contact name, i-FAX address, transmission mode and the conditions for the destination machine can be registered for each contact.

1 Press the **System Menu** key.



2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact], and then [Next].

3 Press [Change] of *Address Number*.

4 Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500).

NOTE: The address number is the identification number for each destination. You can select numbers available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

When '0000' is displayed, the number available is automatically assigned.

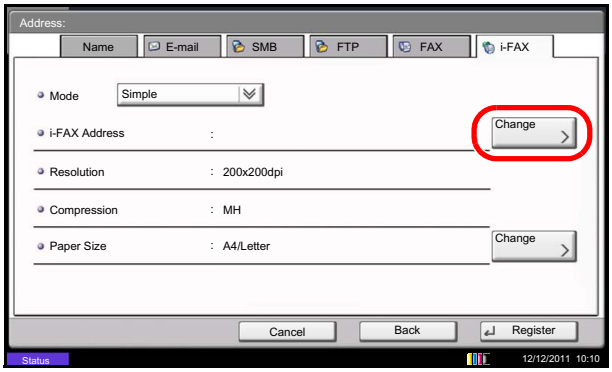
5 Press [OK].

6 Press [Change] of *Name*.

7 Enter the destination name to be displayed on the Address Book, and press [OK]. Up to 32 characters can be entered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

8 Press [i-FAX].



9 Press [Change] of *i-FAX Address*.

10 Enter the destination address and press [OK]. Up to 128 characters can be entered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

11 Press [⌄] of *Mode* and select *Simple* or *Full*.

Transmission mode	Description
Simple mode	Transmission confirmation is not sent to the destination machine.
Full mode	Transmission confirmation is sent to the destination machine.

12 Press [Change] of *Paper Size*.

13 Specify the destination conditions and press [OK].

Item	Description
Resolution	Specify the resolutions that can be received by the destination fax machine. If you try to send an i-FAX using a prohibited resolution, it is automatically changed to a permitted resolution and then sent. • 200 × 100 dpi: Permitted (fixed) • 200 × 200 dpi: Permitted (fixed) • 200 × 400 dpi: Permitted or prohibited • 400 × 400 dpi: Permitted or prohibited • 600 × 600 dpi: Permitted or prohibited To permit a resolution setting, press the key for that resolution so that it is highlighted. To prohibit a resolution, press the key again so that it is no longer highlighted.
Compression	Select a suitable file format for the destination fax machine. MH, MR, MMR or JBIG
Paper Size	Specify the suitable document size options for the destination fax machine. • A4/Letter: Permitted (fixed) • B4: Permitted or prohibited • A3/Ledger: Permitted or prohibited To permit a document size setting, press the key for that size so that it is highlighted. To prohibit a setting, press the key again so that it is no longer highlighted.

14 Check if the destination has been set correctly, and press [Register].The destination is added to the Address Book.

15 The one-touch key registration confirmation screen appears. Select [Yes] or [No].
If you selected [Yes], the one-touch key registration screen appears. Go to the next step.
If you selected [No], registration ends.

16 Select the One-touch key number to which to register the destination, and Press [Next].

17 Select the destination to which to register, and Press [Next].

The destination details can be changed by selecting the destination and pressing [Detail].

18 Press [Change] for [Display Name] and [Destination] to change the settings as needed.

19 Press [Register].

If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

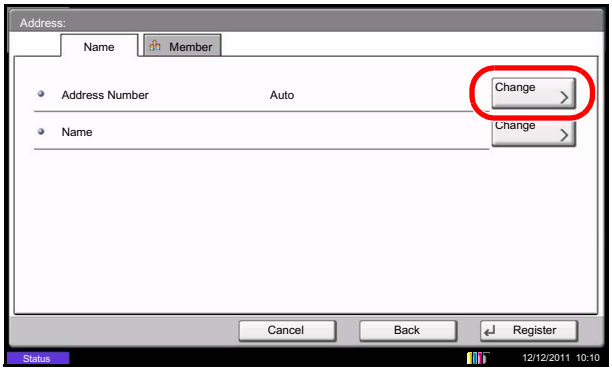
Group Registration

You can register several destinations that have been registered to be contacted as a unit. This method is convenient because several destinations can be designated at one time. Up to 500 groups can be registered.

NOTE: Group registration requires destinations that have been registered as contact registration. Perform the necessary contact registration in advance.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Group], and then [Next].



3 Press [Change] of *Address Number*.

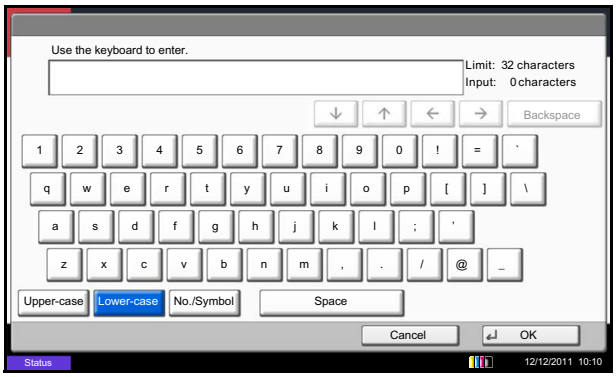
4 Use the numeric keys or [+]/[-] to enter the address number (0001 to 2,500).

NOTE: The address a number is the identification number for each group. You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

When '0000' is displayed, an available number is automatically assigned.

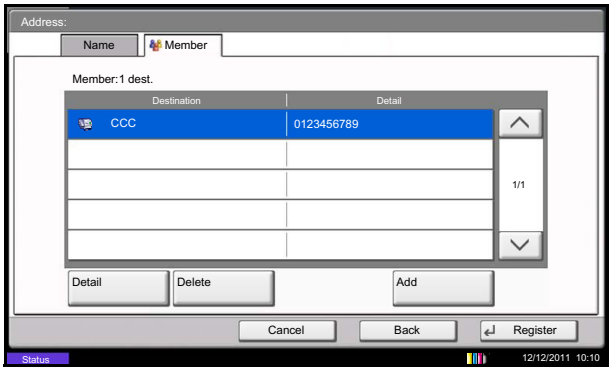
5 Press [OK].

6 Press [Change] of *Name*.



7 Enter the group name to be displayed on the Address Book, and press [OK]. Up to 32 characters can be entered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.



8 Press [Member].

9 Press [Add].

10 Select the destination (contact) to be registered to the group.

NOTE: You can search for destinations by name or address number.

11 Press [OK].

12 To add a destination, repeat steps 8 to 11.

Check that the destination you selected has been added to the group and press [Register]. The group is added to the Address Book.

13 The one-touch key registration confirmation screen appears. Select [Yes] or [No].
If you selected [Yes], the one-touch key registration screen appears. Go to the next step.
If you selected [No], registration ends.

14 Select the One-touch key number to which to register the destination, and Press [Next].

15 Press [Change] for [Display Name] and [Destination] to change the settings as needed.

16 Press [Register].

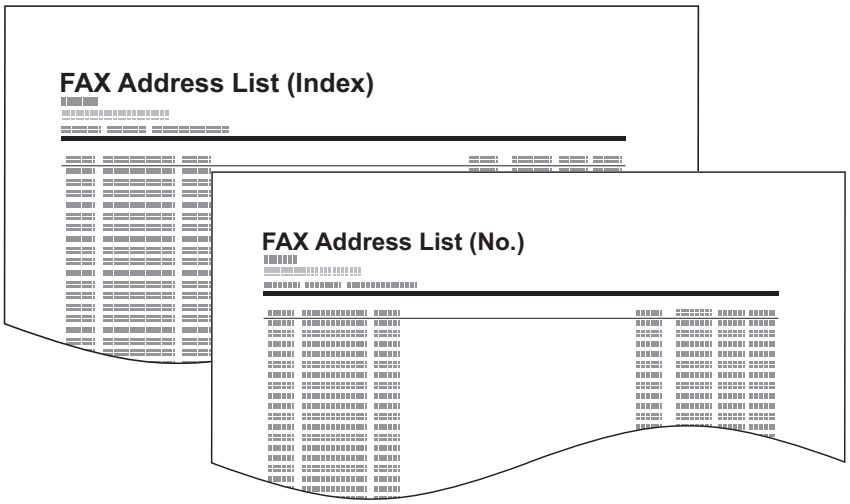
If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

Printing Address List

You can print the list of destinations registered in the Address Book.

You can sort the list in the order of index or address numbers of the destinations.

1. Press the **System Menu** key.
2. Press [Edit Destination], and then [Next] of *List Print.*
3. Press [Print] of *FAX List (Index)* or *FAX List (No.).*
4. When the printing confirmation screen appears, press [Yes]. The machine prints a list.

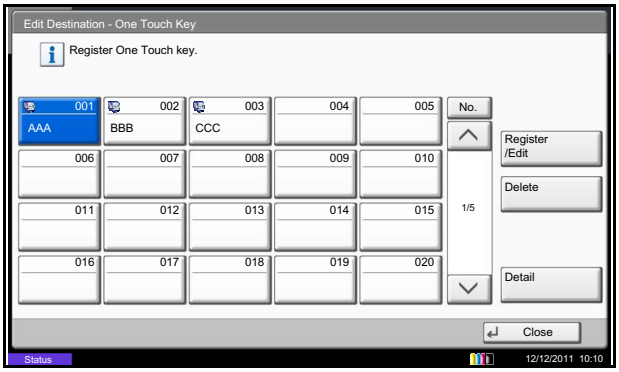


Using One-touch Keys

With One-touch keys on the [Destination] screen, you can access destinations in the Address Book.

Registering a New One-touch Key

You can register the destination (contact or group) in the Address Book to a One-touch key. Up to 1,000 destinations can be registered.



1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *One-touch Key*.

3 Select the One-touch key number to which to register the destination (0001 to 1000). Pressing **Quick No. Search** key or [No.] directly selects the One-touch key number.

4 Press [Register/Edit].

5 Press [Change] in [Display Name] and enter the display name. Up to 24 characters can be entered.

If a destination is selected without entering a display name, the selected destination's registered name in the address book will be entered. Press [Change] and change the display name.

6 Press [Change] in [Destination] and select the destination (contact or group) to be registered in the One-touch key from the Address Book.

Pressing [Detail] shows the detailed information of the destination you have selected.

NOTE: You can rearrange or search for the destination by destination name, group name, or address number.

7 Press [OK].

8 Press [Register]. The destination is registered to the One-touch key.

Changing/Deleting Registration Contents

You can change the destination registered to a One-touch key to another destination, or delete the registration contents of the One-touch key.

NOTE: When changing the destination information in the Address Book, the information registered to the One-touch key is updated.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *One-touch Key*.

3 Select the One-touch key number to edit (0001 to 1000). Pressing **Quick No. Search** key or [No.] selects the One-touch key number by direct input.

4 Change Registration Contents.

When changing the display name

1 Press [Register/Edit].

2 Press [Change] in [Display Name] and enter the new display name.

When changing the destination to another destination

1 Press [Register/Edit].

2 Press [Change] of Destination, and select the new destination (contact or group).
Press [Change] for the display name and clear the entered name with [Backspace]. When [Change] is pressed for the destination and a new destination is selected, the display name is automatically entered.
Pressing [Detail] shows the detailed information of the destination you have selected.

NOTE: You can rearrange or search for the destinations by destination name, group name, or address number.

3 Press [OK].

4 Press [Save].

5 Pressing [Yes] on the change confirmation screen registers the destination to the One-touch key.

When deleting registration contents

1 Press [Delete].

2 Pressing [Yes] on the deletion confirmation screen deletes the registration contents of the One-touch key.

3 FAX Operation (Basic)

This chapter explains the following basic operations.

- Enter key and Quick No. Search key 3-2
- Automatic Send 3-4
- FAX Automatic Reception 3-12
- Canceling Communication 3-14
- Changing/Deleting Registration Contents 3-19
- Selecting a Destination by One-touch Key 3-21
- Using the Speed Dial key 3-22
- Dialing the Same Receiving System (Redial) 3-23
- Previewing Images 3-24
- Quick Setup Screen 3-26
- Registering Shortcuts 3-28

Enter key and Quick No. Search key

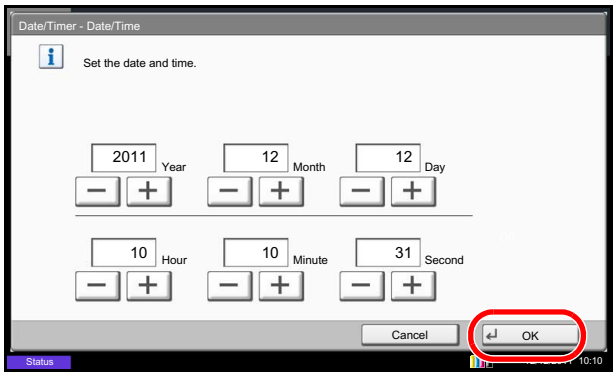
This section explains how to use the **Enter** key and **Quick No. Search** key on the operation panel.

Using the Enter ( ) key

The **Enter** key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (↵) is displayed next to the keys whose operations are carried out by the **Enter** key (e.g. [↵ OK], [↵ Close]).

The operation of the **Enter** key is explained below using the time and date settings as an example. For details of the procedure, refer to *Date and Time Entry on page 2-4*.



1 In the Date/Time settings screen, press [+] or [-] to enter the date and time.

The Enter (↵) symbol appears on the [OK] on the touch panel, indicating that the **Enter** key performs the same action as [OK].

2 Once you have set the date and time, press the **Enter** (or [OK]) key.

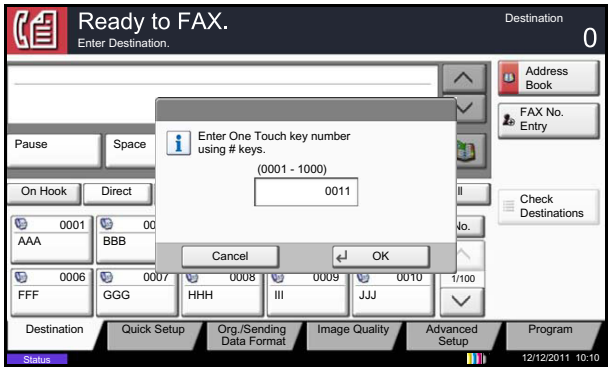
Using the Quick No. Search ( ) key

Use the **Quick No. Search** keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

The **Quick No. Search** key performs the same action as the [No.] displayed on the touch panel.

The use of the **Quick No. Search** key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to *Using the Speed Dial key on page 3-22*.

1 Press the **Quick No. Search** key (or [No.]) in the basic FAX screen.



2 In the number entry screen, use the numeric keys to enter the speed dial number.

NOTE: If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list.

3 If you entered speed dial number between 1 and 3 digits long, press the **Enter** key (or [OK]).

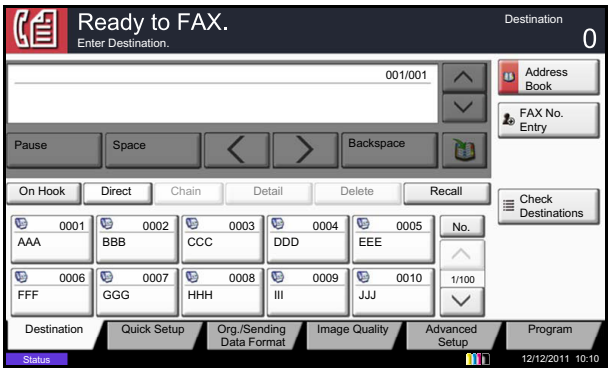
The specified destination appears in the destination list.

Automatic Send

General transmission using the numeric keys is explained.

NOTE: To send an Internet FAX (i-FAX), refer to *i-FAX Transmission on page 8-8*.

Switching to the FAX Screen



Check that the basic FAX screen is displayed.

If the basic FAX screen is not displayed, press the **FAX** key. The screen for FAX appears.

Selection of Transmission Method

There are two transmission methods - memory transmission and direct transmission. The default is memory transmission.

Memory Transmission

After originals are scanned into memory, the communication starts. Scans all originals into memory, then dials and sends.

Memory Transmission (When originals are placed in the document processor):
After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed. This method is very convenient because you can have originals returned to you without waiting for sending of the originals to be completed. It is suitable for sending multiple-page sheet originals.

Memory Transmission (When originals are placed on the glass surface):
This method is suitable for sending book originals that cannot be placed in the document processor. After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

Direct Transmission

Dials the receiving system, and after the communication has started, originals are scanned. In direct transmission, you can designate only one destination for one transmission.

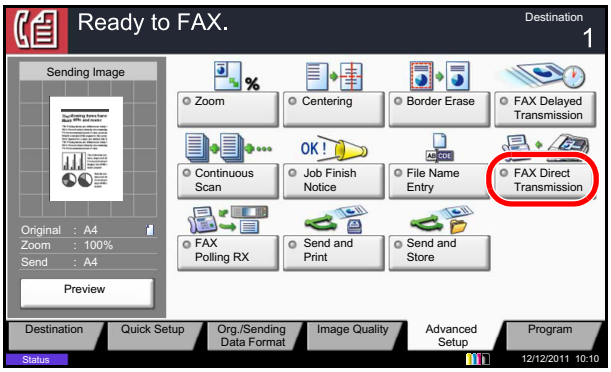
Direct Transmission (When originals are placed in the document processor):
After the telephone line has connected with the receiving system, scanning of the originals placed in the

document processor starts. When multiple-page originals are placed, each page is scanned after the previous one is sent.

Direct Transmission (When originals are placed on the glass surface):
This method is suitable for sending book originals that cannot be placed in the document processor. After the telephone line has connected with the receiving system, the originals placed on the glass surface are scanned and sent.

NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been sent. Every time one page is scanned, you perform an operation to allow continued scanning.

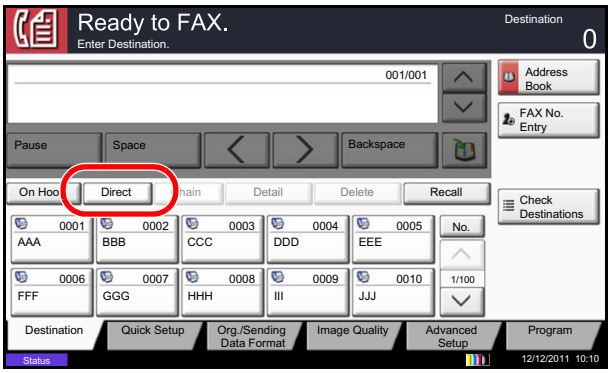
To select direct transmission, use the following procedure.



1 Press [Advanced Setup], and then [FAX Direct Transmission].

2 Press [On].

3 Press [OK].

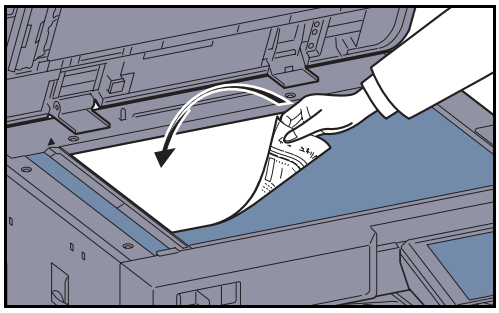


You can also select the transmission method on the basic FAX screen. In the basic screen for FAX, press [Direct].

This selects the direct transmission method and the keys on the touch panel are highlighted.

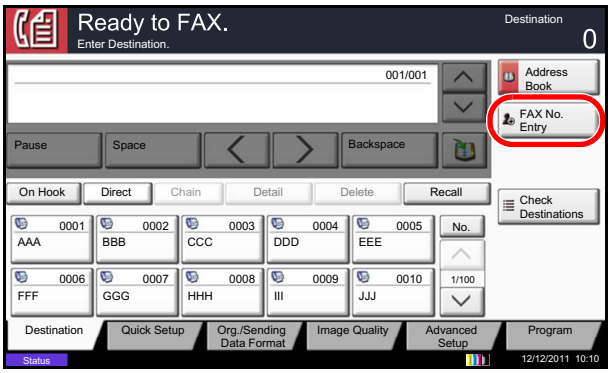
Press the highlighted [Direct] key to change the transmission method to memory transmission.

Placing Originals



Place the originals on the glass surface or in the document processor. Refer to the machine's *Operation Guide* for placing originals.

Dial the Receiving System



1 Press [FAX No. Entry].

NOTE: When you press the numeric keys to enter numbers, the screen changes to the entry screen for the fax number (the screen shown in the next step).

2 Enter the fax number of the receiving system using the numeric keys.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

  For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

  To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

  To correct the FAX number, press [Edit].

  Up to 64 digits can be entered as the fax number of the receiving system.

  Press [Space] to enter a space.

  Use [<] or [>] to move the cursor.

  To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before

reentering the fax number. To delete the number entirely, press the **Clear** key on the operation panel.

When is displayed, you can register entered contents to the Address Book.

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

[Pause]

Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

[On Hook]

Press this key to connect to the telephone line.

When the FAX number has been entered, the machine starts dialing to the receiving system.

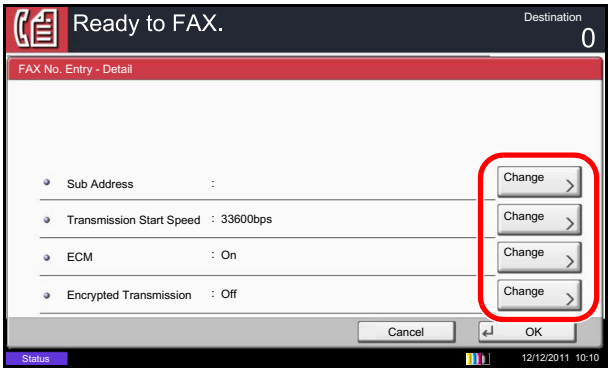
After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to *Manual Send on page 4-14*.

Dialing methods without using the numeric keys

- Using the Address Book (*Refer to page 3-16.*)
- Using One-touch keys (*Refer to page 3-21.*)
- Using the Speed Dial key (*Refer to page 3-22.*)
- Manual Redial (recall) (*Refer to page 3-23.*)

Detailed Settings

Detailed settings allow you to use sub-address, select transmission start speed, ECM, and encryption. These settings must be made in accordance with those of the destination. In addition, you can change the FAX density, image quality, resolution and select the size of originals.

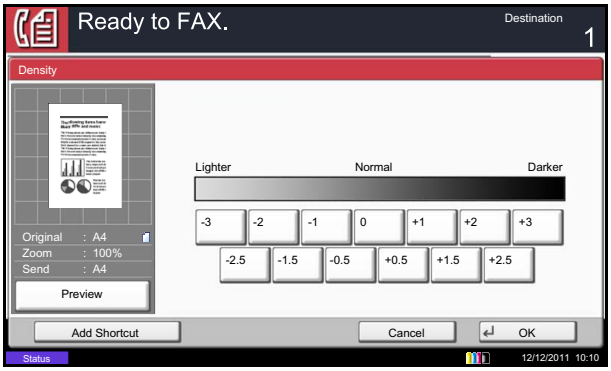


Press [Detail]. Press [Change] in each setting, change the setting, and press [OK].
When you have finished changing settings, press [OK] and then [OK].

Key	Description
Sub Address	To communicate using the sub address, press this key. For details, refer to *Sub Address Communication on page 4-46*.
Transmission Start Speed	To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
ECM	ECM (error correction mode) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key.
Encrypted Transmission	To send faxes using encryption, press this key. For details, refer to *Encryption on page 6-29*.

Selecting the Density

Adjust the density when scanning originals.



1 Press [Color/Image Quality], and then [Density]. You can see a preview of the image to be sent by pressing [Preview]. For details, refer to *Previewing Images on page 3-24*.

2 Select the density.

The density can be selected in 13 levels from *-3* (lighter) to *+3* (darker). In Quick Setup, the density is in seven levels. To adjust the density in 13 levels, press [More].

3 Press [OK].

Select of Original Image

Select the original image.

1 Press [Image Quality], and then [Original Image].You can see a preview of the image to be sent by pressing [Preview]. For details, refer to *Previewing Images on page 3-24*.

2 Select the original image.

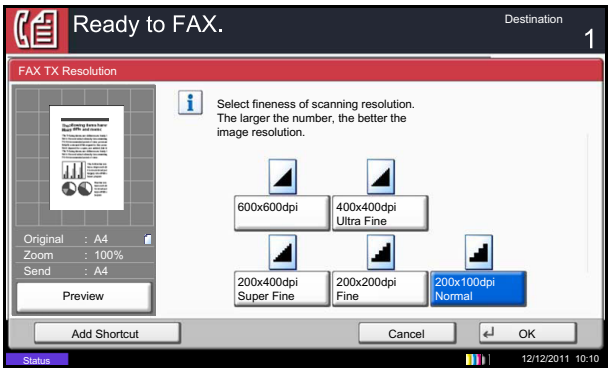
- Text + Photo: Suitable for originals containing a mixture of text and photos.
- Photo: For enhanced copies of photographs.
- Text: Sharply renders pencil text and fine lines. When text is selected, the OCR screen appears. If you need an image quality suitable for OCR software (applications that convert images into text data), press [On]. Otherwise, press [Off].

3 Press [OK].

Selecting the Resolution

Select the resolution suitable for sending originals. The default setting is 200 × 100 dpi (Normal). The higher the scan resolution, the clearer the image. However, higher resolution also means longer send times.

1 Press [Image Quality], and then [Scan Resolution]. You can see a preview of the image to be sent by pressing [Preview]. For details, refer to *Previewing Images on page 3-24*.



2 Select the resolution.

- 200 × 100 dpi (Normal): when sending originals with standard size characters
  Typical character size: 10.5 point (example: Resolution Resolution)
- 200 × 200 dpi (Fine): when sending originals with relatively small characters and thin lines
  Typical character size: 8 point (example: Resolution Resolution)
- 200 × 400 dpi (Super Fine): when sending originals with minute characters and lines
  Typical character size: 6 point (example: Resolution Resolution)
- 400 × 400 dpi (Ultra Fine): when sending originals with minute characters and lines more finely
  Typical character size: 6 point (example:Resolution Resolution)
- 600 × 600 dpi (600dpi): when sending originals with minute characters and lines as finely as possible
  Typical character size: 6 point (example:Resolution Resolution)

When you send originals at a resolution of 200 × 400 dpi (Super Fine) or higher, the fax machine on the receiving system needs to be capable of receiving the originals at such image quality. When

the receiving system does not have such capability, originals are sent at an image quality of 200 × 200 dpi (Fine).

3 Press [OK].

Selecting the original size

Set the size of the original to be faxed.

1 Press [Org./Sending Data Format], and then [Original Size]. The original size setting screen appears.

NOTE: If the Start key is pressed without setting the original size, the original size setting screen will appear prior to transmission.

2 Select the original size.

Item	How to Select	Detail
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Metric models: Auto, A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio and 216x340mm
		Inch models: Auto, Ledger, Letter-R, Letter, Legal, Statement, Executive and Oficio II
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Metric models: Ledger, Letter-R, Letter, Legal, Statement, Executive, Oficio II, 8K, 16K-R and 16K
		Inch models: A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio, 8K, 16K-R, 16K and 216x340mm
Others	Select from envelope, postcard or the custom sized originals.	Hagaki, Oufuku Hagaki
Size Entry	Enter the size not included in the standard sizes 1 and 2*.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* The input units can be changed in the System menu. Refer to the machine's *Operation Guide*.

NOTE: The scan resolution must to equal to or higher than the fax resolution. If the fax resolution is higher than the scan resolution, the scan resolution will automatically change to the same setting as the fax resolution.

3 Press [OK].

Send Start

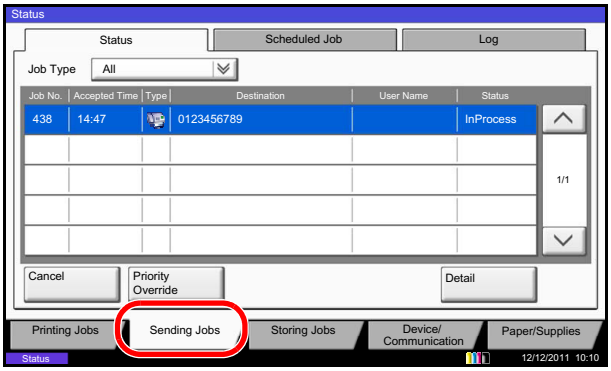
Press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

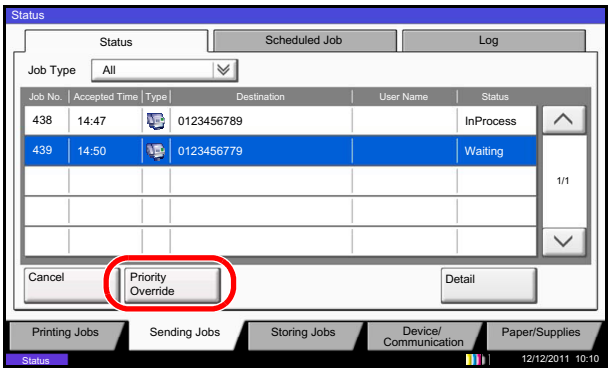
Checking the Send Status

1 Press the **Status/Job Cancel** key.

2 Press [Sending Jobs].
The list of accepted time, destination, and status are displayed for each job.



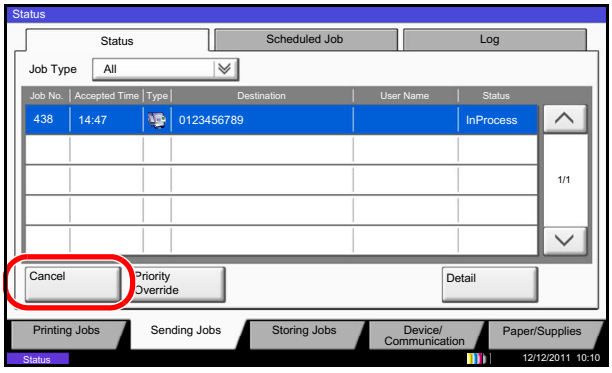
To send a job by priority override that is waiting, select the job and press [Priority Override] in the Sending Jobs screen, and press [Yes].



NOTE: If there is a fax transmission job that is in progress, transmission of the priority override fax job will start after the job in progress is finished.

To cancel the Transmission, on the *Sending Jobs* screen above, select the job, and press [Cancel].

When the cancel confirmation screen appears, press [Yes].



NOTE: Pressing the **Stop** key on the operation panel while originals are being scanned cancels the transmission.

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

FAX Automatic Reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX-dedicated reception. No special operation is required when receiving faxes.

NOTE: When you are receiving DRD service from a telephone company, change the reception method to [Auto (DRD)]. For details, refer to *DRD Reception (Available for inch versions only) on page 6-19*.

Reception Method

This machine allows the following five reception methods.

- Auto (Normal)
- Auto (FAX/TEL) (*Refer to page 6-7*.)
- Auto (TAD) (*Refer to page 6-9*.)
- Auto (DRD) (*Refer to page 6-19*.)
- Manual (*Refer to page 4-15*.)

Checking and Changing the Reception Method

1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception*, [Next] of *FAX*, and then [Change] of *RX Setting*.
3. Select [Auto (Normal)].
4. Press [OK].

Reception Starts

1. When a fax has been sent to you, the machine rings the registered number of times, and then starts receiving the fax.

   After reception has started, the **Processing** indicator blinks.

NOTE: You can change the number of times the ringing tone rings. (Refer to *Rings on page 6-11*.)

To cancel the reception, refer to *Cancelling Transmission (Disconnection of Communication) on page 3-15*.

Memory Reception

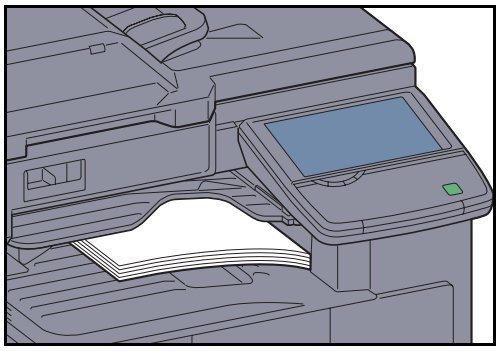
When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

The number of pages that can be stored depends on the pages. As a general guideline, about 700 A4 size pages at normal resolution can be stored.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper.

NOTE: For the Status screen, refer to the machine's *Operation Guide*.

Reception Print



2 Received faxes are output to the inner tray or job separator tray with the printed side facing down. The inner tray can hold a maximum of 250 sheets of plain paper (80 g/m²). The job separator tray can hold a maximum of 30 sheets of plain paper (80 g/m²). However, the number of sheets varies with the condition of the paper to be used.

Paper can also be placed in the multi-purpose tray to print a fax. The multi-purpose tray can be used to print faxes on paper sizes and types that cannot be loaded in the cassette.

For the setting for printing faxes on paper in the multi-purpose tray, refer to *MP Tray Paper Output on page 6-18*.

For paper types that can be placed in the multi-purpose tray, refer to *Media Type for Print Output on page 6-16*.

IMPORTANT:

- The number of sheets that can be held varies with the output tray. Refer to the machine's *Operation Guide*. When the number of sheets to be printed exceeds the number of sheets that can be held, remove all the paper on the Inner Tray or Job Separator Tray.
- Even if the machine is not capable of printing due to paper running out or a paper jam, it can still receive faxes (memory reception).

Canceling Communication

The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here.

Cancelling Memory Transmission (while originals are being scanned)

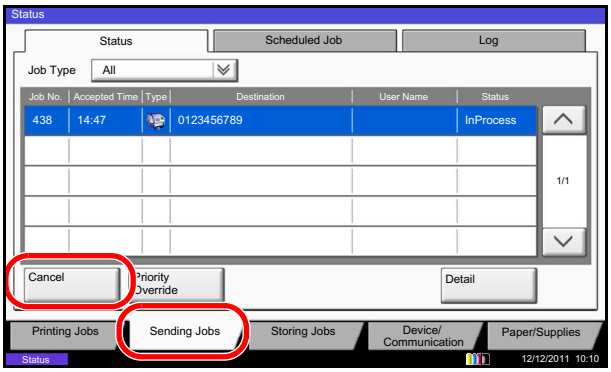
During memory transmission, to cancel scanning while originals are being scanned, press the **Stop** key on the operation panel, or press [Cancel] on the touch panel. Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original output table.

Cancelling Memory Transmission (during communication)

During memory transmission, to cancel communication after it has started following the completed scanning of originals, use the following procedure.

NOTE: You can cancel transmission by disconnecting the telephone line. For details, refer to *Cancelling Transmission (Disconnection of Communication) on page 3-15*.

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.



1 Press the **Status/Job Cancel** key.

2 Press [Sending Jobs].

3 Select the job you want to cancel, and press [Cancel].

When the cancel confirmation screen appears, press [Yes].

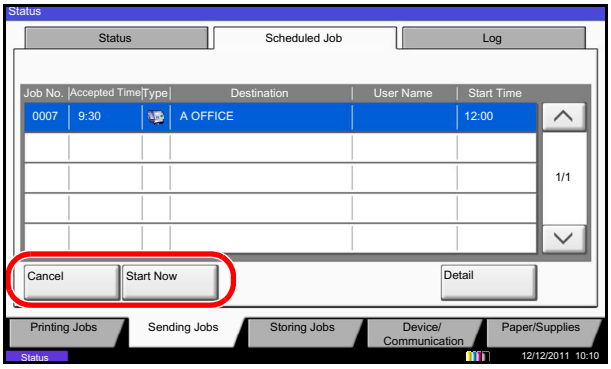
Communication is canceled.

Cancelling and Sending Delayed Transmissions (Queued)

To cancel delayed transmissions that are queued, or to send delayed transmissions immediately rather than waiting for the specified time, use the procedure below.

1 Press the **Status/Job Cancel** key.

2 Press [Sending Jobs], and then [Scheduled Job].



3 To cancel a delayed transmission, select the job to be cancelled and press [Cancel].

When the cancel confirmation screen appears, press [Yes].

Transmission is canceled.

To send delayed transmission immediately, select the job to be sent and press [Start Now].

When the send confirmation screen appears, press [Yes].

Transmission begins.

Cancelling Direct Transmission

During direct transmission, to cancel communication during transmission, press the **Stop** key on the operation panel or [Cancel] on the touch panel. The originals that have been scanned are ejected, and the screen returns to the send default screen. When originals remain in the document processor, take them out.

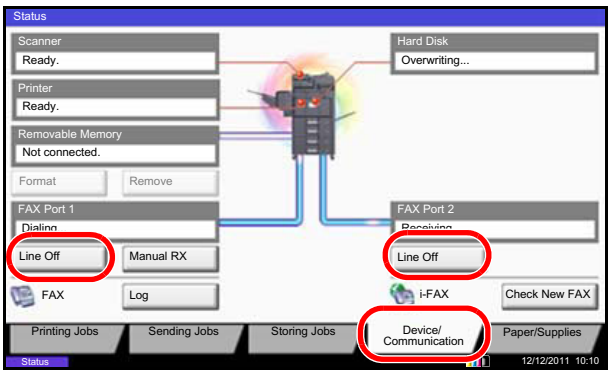
NOTE: Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

Cancelling Transmission (Disconnection of Communication)

When you cancel sending or receiving by disconnecting the telephone line during communication, use the following procedure.

NOTE: When 2 optional FAX Kits (Dual FAX option) are installed, disconnect the line currently being used for communication.

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.



1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication].

3 Press [Line Off] of *FAX Port 1* or *FAX Port 2* (option).

When the cancel confirmation screen appears, press [Yes].

The line in transmission is disconnected.

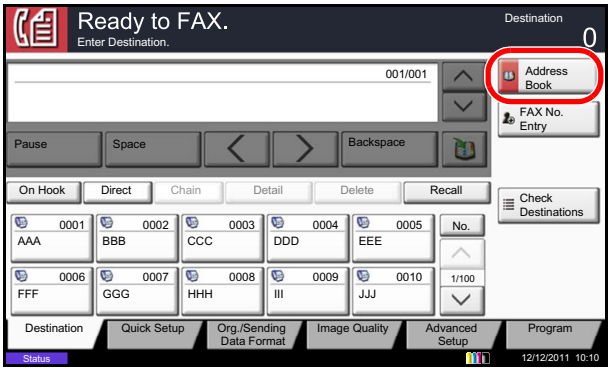
Cancelling Polling or Sub Address Bulletin Board Transmissions

To cancel a polling or sub address bulletin board transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to *Deleting Originals in a Polling Box on page 4-58*.

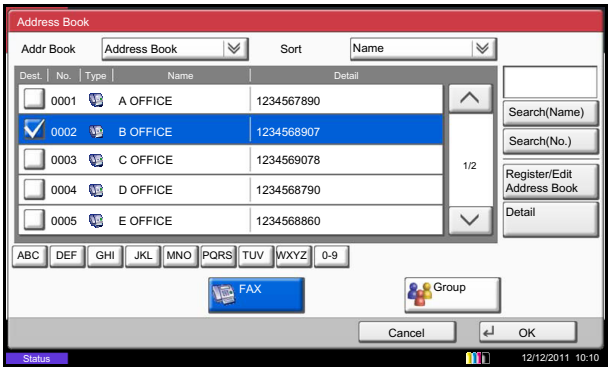
Selecting a Destination from the Address Book

Select a destination registered in the Address Book.

NOTE: You can set the machine up so that the address book screen appears when you press the **Send** key. For details, refer to *Setting the Default Send Screen in the Operation Guide for the machine*.



1 Press [Address Book] on the basic FAX screen.

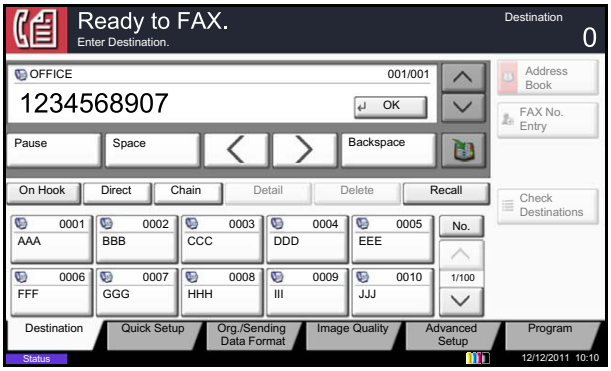


2 Select the destination from the list. You can select several destinations. The checkbox of the destination selected is checked.

To use an LDAP address book, select [Ext Address Book] in [Addr Book].

NOTE: To cancel the selection, press the checkbox to erase the checkmark.

For Extended Address Book, refer to the *Embedded Web Server RX User Guide.*



3 Press [OK].

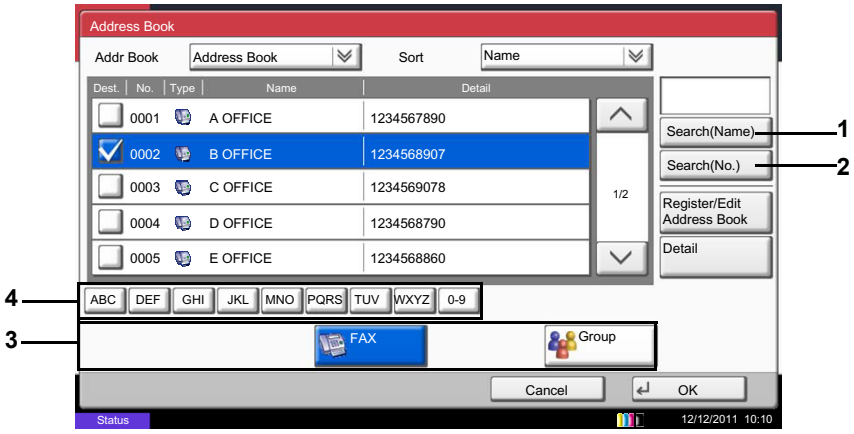
The destination you have selected is registered in the destination list.

NOTE: To delete the destination that has been registered, select the destination, and press [Delete].

You can also change the default *Sort* order. For details, refer to *Sort Settings in the Operation Guide for the machine*.

Searching for a Destination

You can search for a destination registered in the Address Book, and further refine your search if necessary.



Keys used	Search method	Search words, etc.
1	Search (Name)	Search by the registered name.
2	Search (No.)	Search by the registered address number.
3	Destination type search refinement	Refine your search by using the type of destination registered (e-mail, folder (SMB/FTP), FAX, Internet FAX, and group) You can set this function up so that destination types are selected when the address book is displayed. For details, refer to *Destination Filter Settings in the Operation Guide for the machine*.
4	Capital letter search refinement	Refine your search by the capital letters of the registered name.

Search (Name)

Press [Search (Name)] and enter the name you want to search.

Search (No.)

Press [Search (No.)] and enter the address number you want to search.

Destination type search refinement

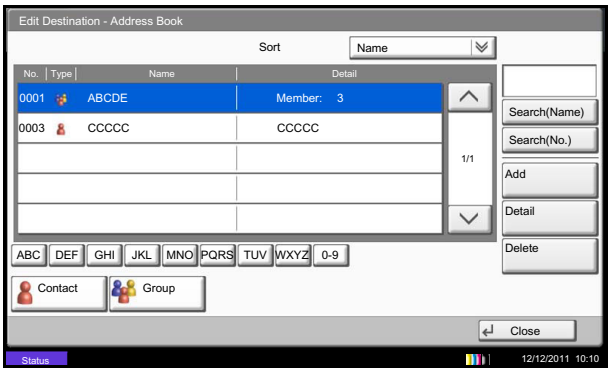
Press [FAX] or [Group]. The destination by the destination type is displayed.

Capital letter search refinement

Press the key of the capital letter you want to search.

Changing/Deleting Registration Contents

You can change or delete the contents of destinations (contact) or groups.



1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *Address Book*.

3 Select the destination or group to edit.

NOTE: The destinations and groups can be rearranged and searched by destination name, group name, and address number.

4 Press [Detail].

5 Edit/delete the destination of a contact registration or a group.

When editing the destination of a contact registration

Change *Address Number*, *Name*, the fax number of the destination, and the send details setting. For details, refer to steps 3 to 21 in *Contact Registration (fax)* or steps 3 to 16 in *Contact Registration (i-FAX)*.

When editing a group

1 Change *Address Number* and *Name*. For details, refer to *Group Registration* steps 3 to 7.

2 Press [Member].

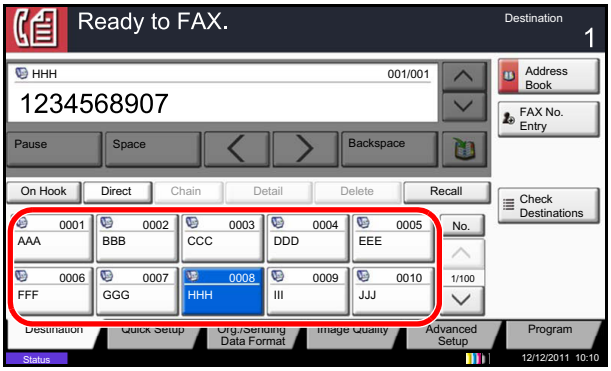
3 To add a contact to a group, press [Add]. Refer to steps 10 and 11 in *Group Registration* for information how to add contacts.
To remove a contact from a group, select the contact to be removed and press [Delete]. Press [Yes] in the confirmation screen to remove the contact.
You can view detailed information on the selected contact by pressing [Detail].

When deleting the destination of a contact registration or group

Press [Delete]. Press [Yes] in the confirmation screen to delete the destination or group.

6 Press [Register]. When the change confirmation screen appears, press [Yes]. Changes or deletions made to the registered details are applied in the Address Book.

Selecting a Destination by One-touch Key



Select a destination by a One-touch key.

On the [Destination] screen, press the One-touch key to which the destination is registered.

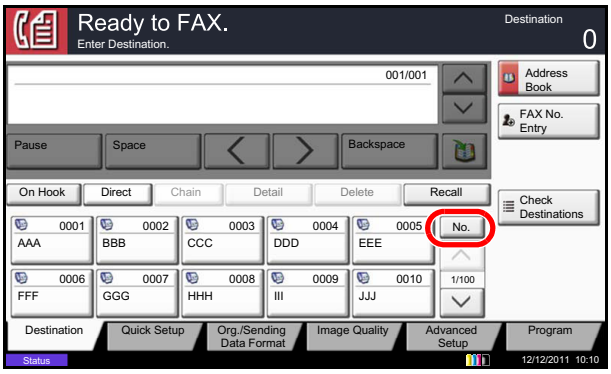
NOTE: When the One-touch key for the destination is not displayed on the touch panel, press [∧]/[∨] on the right side. The next/previous One-touch keys are displayed.

3

Using the Speed Dial key

You can designate a four-digit (0001 to 1000) One-touch key number (speed dial) to select the destination.

NOTE: For details, refer to *Using One-touch Keys on page 2-14*.



Press **Quick No. Search** key or [No.] in the [Destination] screen, enter one-touch key number in the number entry screen using the numeric keys, and then press [OK].

NOTE: When entering a one, two, or three digits One-touch key number, you don't need to enter zero (0) at the beginning. (For example, you can enter as 1 for One-touch key number 1.)

Dialing the Same Receiving System (Redial)

Redial is a function allowing you to dial the last entered number once again.

Automatic Redial

This function automatically redials a receiving system that does not respond when you try to send fax.

No particular setting is required for automatic redial. Because the machine redials repeatedly at a regular interval, you do not need to worry even when the communication by the receiving system is prolonged.

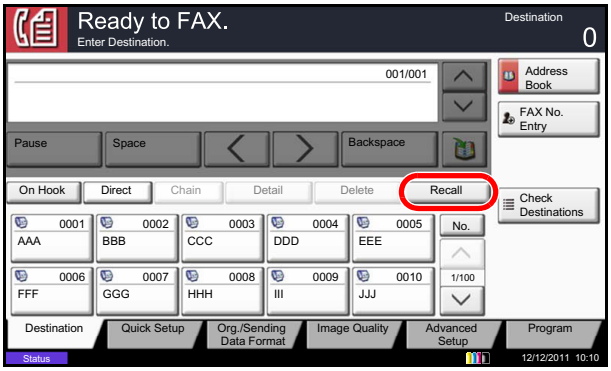
NOTE: When using direct transmission, the machine does not automatically redial.

You can change the number of automatic redials from between 0 and 14. For details, refer to *Retry Times on page 6-13*.

You cannot send delayed transmission immediately while the machine is waiting for redial.

Manual Redial (Recall)

Use this when the receiving system does not respond when you have tried to send a fax. When you want to send the fax to the same receiving system, press [Recall], and you can call the receiving system you dialed on the destination list.



1 Press [Recall]. The receiving system you dialed is displayed on the destination list.

NOTE: When the last transmission included multi-address transmissions and computers and e-mail destinations, they are also displayed. If necessary, add or delete the receiving system.

2 Press the **Start** key. The transmission will start.

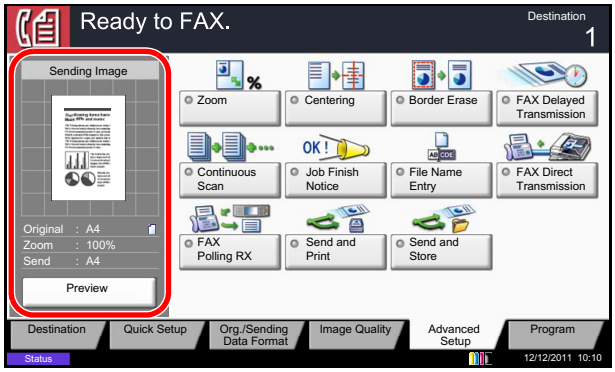
NOTE: When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

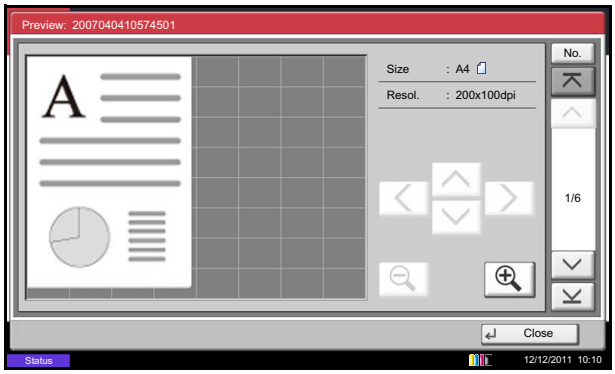
Recall information is canceled in the following conditions.

- When you turn the power off
- When you send a next fax (new recall information is registered)
- When you log out

Previewing Images

You can display a preview image of a scanned original on the panel to check the image to be sent.





1 Prepare to send the image as described in *Automatic Send on page 3-4*.

2 Press [Preview] on the left side of the [Quick Setup], [Type of Original/Transmission], [Image Quality] or [Advanced Setup] screen.

The machine scans the original and displays a preview image.

Press [Detail] to display a preview image. To enlarge the image, press [⊕]. To reduce, press [⊖]. [∧], [∨], [<], or [>] can be pressed in the enlarged image to move the part that is displayed.

NOTE: If the transmission functions below are modified, the results are applied in the preview image. For more information on the transmission functions, refer to *Automatic Send on page 3-4* or *FAX Operation (Advanced) on page 4-1*.

- Scan Resolution
- Scan Density
- Original Size Selection
- Sending Size Selection
- Zoom
- Original Orientation
- Selection of Image Quality
- Border Erase

If you have placed a multiple-page original in the document processor, the machine scans all the originals but only the first page is previewed. [Detail] can be pressed to view all preview images. Press [∨] to move through the preview images in the order they were scanned.

You cannot change the transmission functions while the preview image is displayed.

To change any of the transmission functions, press the **Stop** key or press [Cancel]. The preview image disappears and the destination is cancelled. To see the preview again, make the transmission function changes and select the destination.

3 Press the **Start** key to send the fax. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

To see a preview image when you are using the document processor, place the originals in the document processor again.

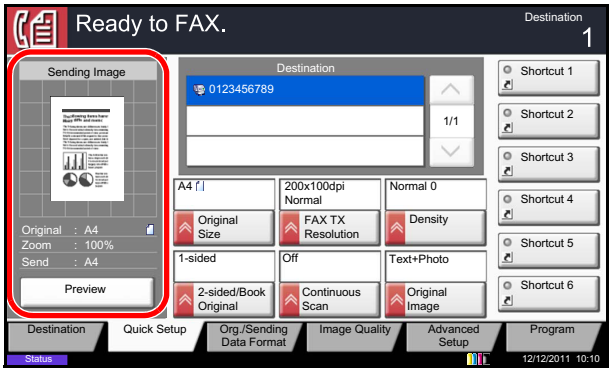
You can also see a preview image in the same way with polling transmissions. When you press the **Start** key for a polling transmission, the machine scans the originals and saves the images in the polling box. For more information on polling transmissions, refer to *Using Polling Transmission on page 4-51*.

You cannot preview images in the following situations:

- When you are using Mixed Sized Originals mode
- During a direct transmission
- During polling reception
- When *On* is selected in the Long Original setting

Quick Setup Screen

To display the Quick Setup Screen, which shows frequently used fax send settings, press [Quick Setup] in the fax base screen.



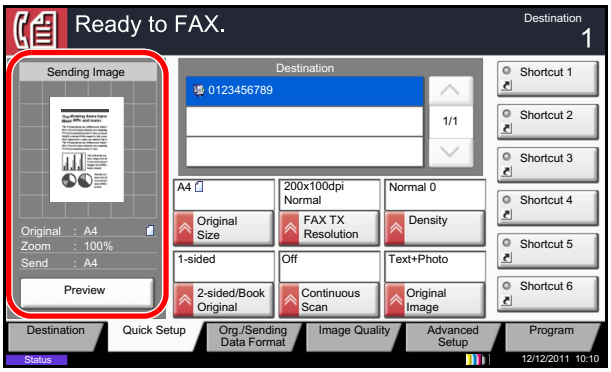
NOTE: The settings that can be configured in the Quick Setup Screen are basic settings. To configure advanced settings, use the [Org./Sending Data Format], [Image Quality], and [Advanced Setup] screens.

Functions Available for Registration in the Quick Setup Screen

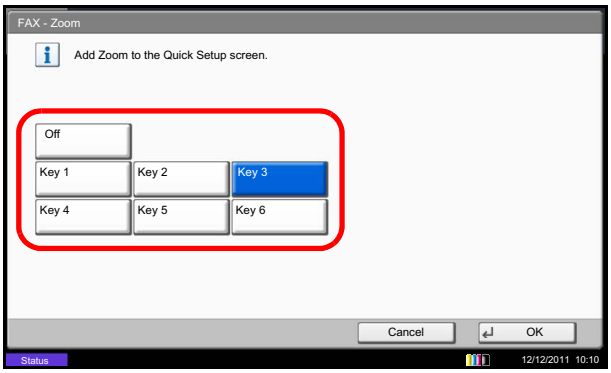
Default registrations and the functions available for registration are as follows.

Default Registration	Functions Available for Registration
1: Original Size 2: FAX TX Resolution 3: Density 4: 2-sided/Book Original 5: Continuous Scan 6: Original Image	• Original Size • Sending Size • Density • FAX TX Resolution • Continuous Scan • 2-sided/Book Original • Original Orientation • Original Image • Zoom

Changing Registration



The following procedure is one example for replacing the registration of *Density* with *Zoom* in the *Quick Setup* Screen for faxing.



1 Press the **System Menu** key.

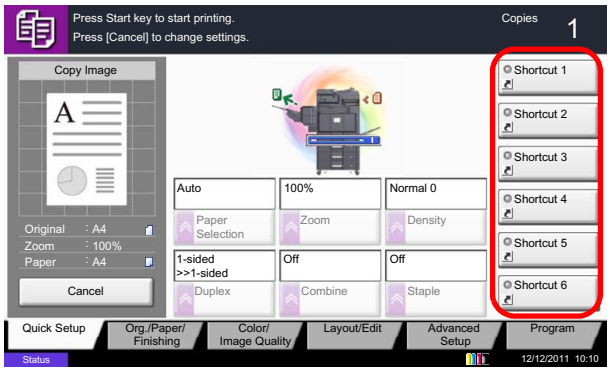
2 Press [FAX], [Next] of *Quick Setup Registration*, and then [Change] of *Zoom*.

3 Press [Key 3] here as the key to set replacement location.

4 Press [OK]. A confirmation screen appears. Press [Yes]. The Zoom Quality function will be Key 3 newly registered.

Registering Shortcuts

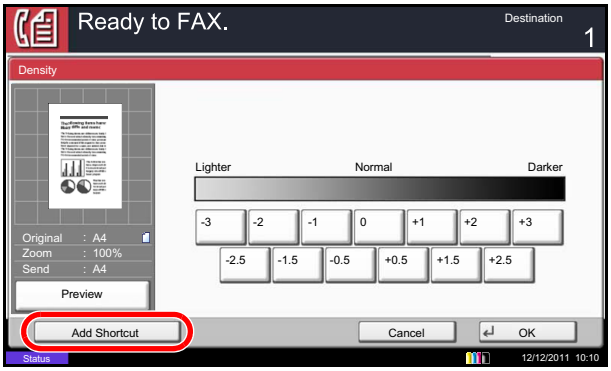
Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts.



Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.



1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

2 Press the keys corresponding to the shortcut number (01 to 06) to register.

NOTE: If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

3 Enter the shortcut name and press [Save] to add the shortcut.

Editing and Deleting Shortcuts

Follow the steps shown below to change a shortcut number/name or delete a shortcut.

1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.

2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.

3 To edit a shortcut, press [Change] to change the shortcut button number and name and press [OK] and then [Save]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.

4 FAX Operation (Advanced)

This chapter explains the method to effectively use FAX.

- Long Originals 4-2
- Delayed Transmission 4-3
- Broadcast Transmission 4-7
- Standby Transmission 4-10
- Interrupt Send 4-11
- Chain Dial 4-12
- Manual Send 4-14
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- Printing/Sending Received Faxes by Requirements (Memory Forwarding) 4-19
- FAX Box Function 4-39
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- Polling Communication 4-50
- Account Management 4-61
- Other Convenient Functions 4-65

Long Originals

Use the document processor to scan long originals (originals that are longer in the paper feeding direction).

NOTE: Only a single side of a long original can be sent.

Originals of up to 1,600 mm/63" long can be scanned.

1. Press the **FAX** key.
2. Place the originals in the document processor.
3. Press [Original/Sending Data Format], and then [Long Original].
4. To scan long originals, press [On], and to scan standard size originals, press [Off].
5. Press [OK].
6. Set the destination, and press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Delayed Transmission

When you have set a transmission start time, this function automatically sends originals at the preset time. You can use delayed transmission together with the broadcast transmission function, etc.

The method for sending originals to one destination after setting the start time is explained here.

IMPORTANT: If the current time displayed on the touch panel is not correct, you cannot send originals correctly at the preset time. In this case, adjust the time. For details, refer to *Date and Time Entry on page 2-4*.

NOTE: You cannot select direct transmission.

Set the time from between 00:00 and 23:59 in one-minute increments.

Together with standby transmission and interrupt send, you can set up to 200 destinations for delayed transmission.

When two or more delayed transmissions are set for the same time, the transmissions will take place in the order they were set. However, transmissions to the same destination will take place together, regardless of the setting order.

You can cancel a delayed transmission any time before the specified transmission time. You can also send a delayed transmission before the specified time. (Refer to *Cancelling and Sending Delayed Transmissions (Queued) on page 3-14*.)

You can change destinations of a delayed transmission any time before the specified transmission time. (Refer to *Changing/Deleting Delayed Transmission on page 4-4*.)

If you use delayed transmission when sending documents stored in the Custom Box by fax, you cannot move documents until sending is finished. For details on using Custom Boxes, refer to the machine's *Operation Guide*.

Batch Transmission Function

When fax originals to be sent to the same destination are set to the same transmission start time with delayed transmission, you can send up to 10 groups of originals using batch transmission. This function prevents repeated communication to the same destination and reduces the communication cost.

NOTE: You cannot send originals as a batch transmission in the case of direct transmission.

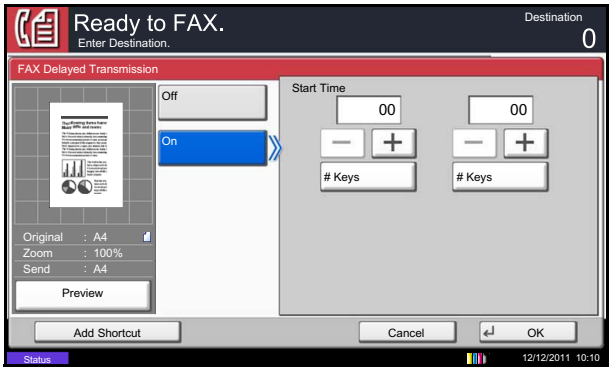
If the destinations include both numbers entered with the numeric keys and One-touch keys, batch transmission is not possible.

In the case of broadcast transmission, when you have set two or more groups of originals to the same transmission start time, and each group includes the same receiving system fax number, you cannot send the originals as a batch transmission.

When the transmission start time has come, and there are fax originals waiting for redial to the same receiving system, the waiting originals are also sent together as a batch transmission.

When job accounting is ON, only the originals with the same account ID set using delayed transmission are sent as a batch transmission.

1. Press the **FAX** key.
2. Place the originals.
3. Press [Advanced Setup], and then [FAX Delayed Transmission].



4 Press [On] and use [+]/[-] to enter the transmission start time.

NOTE: You can also press [# Keys] and use the numeric keys to enter the transmission start time.

5 Press [OK].

6 Set the destination, and press the **Start** key.

Originals are scanned, and transmission begins at the preset time.

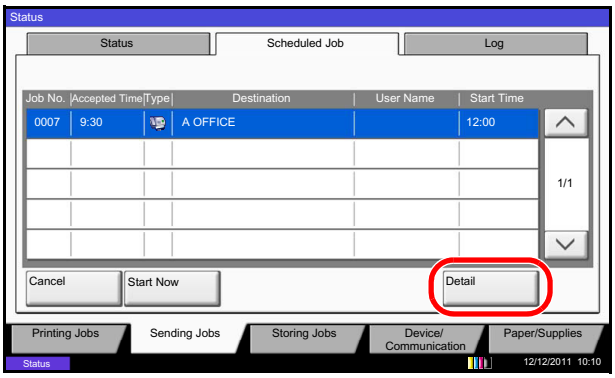
NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Changing/Deleting Delayed Transmission

You can change or delete the destinations of delayed transmission.

NOTE: For cancelling memory transmission or sending a scheduled job immediately, refer to *Cancelling Memory Transmission (during communication) on page 3-14*.

Use the procedure below to check a job's information.

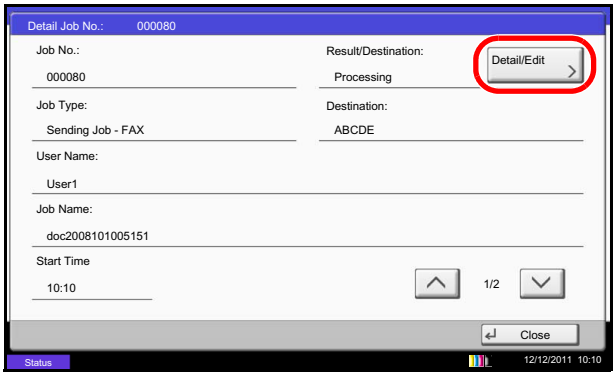


1 Press the **Status/Job Cancel** key.

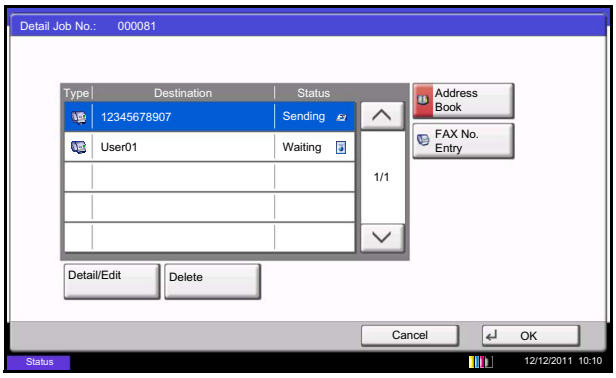
2 Press [Sending Jobs] and then [Scheduled Job].

3 Select the job you want to change or delete from the list, and press [Detail].

Detailed information of the selected job is displayed.



Press [Detail/Edit] in *Status/Destination*.



4 *When adding another destination*

1 Select the address to be added from the Address Book or enter the fax number using the numeric keys.

When pressing [Address Book]

1 Select the destination you want to change in the list.

When entering the fax number using the numeric keys

1 Enter the fax number using the numeric keys.

2 Press [OK].

2 Press [OK].

NOTE: If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.

If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

When changing the destination to another destination

1 Press [⌄] or [⌃] to select the destination you want to change.

2 You can change the selected destination by pressing [Detail/Edit].

3 Press [OK].

4 Press [Yes] in the confirmation screen to change the destination.

When deleting the destination or deleting the job

1 Press [∨] or [∧] to select the destination you want to delete.

2 Press [Delete].

5 Press [OK].

Broadcast Transmission

This function allows you to send the same originals to several destinations in one operation. The machine stores (memorizes) originals to send in memory temporarily, and automatically repeats dialing and transmission to the set destination afterwards.

NOTE: When using a group for the destination, you can send originals to up to 500 destinations in one operation.

You can use this function together with sub address communication and delayed transmission.

When direct transmission has been selected, it changes to memory transmission at the time of transmission.

Sending using FAX Address

1 Press the **FAX** key.

2 Place the originals.

3 Select the destination.

Enter the fax number

1 Press [FAX No. Entry], and use the numeric keys to enter the fax number. Press [Next Dest.] to enter the next fax number.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

2 After entering all the destinations, press [OK].

Select the destination from the Address Book

1 Press [Address Book].

2 Select the check boxes beside the destinations to select from the list.
To use an LDAP address book, select [Ext Address Book] in [Destination].

3 Press [OK].

Select the destination from the One-touch keys

Press all the One-touch keys to which necessary destinations are registered.

NOTE: For details of the Address Book, refer to *Selecting a Destination from the Address Book on page 3-16*. For details of the One-touch keys, refer to *Using One-touch Keys on page 2-14*.

You can select destinations using a combination of direct entry, the Address Book and One-touch keys.

4 After selecting all the destinations, press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Sending using I-FAX Address

NOTE: For more information on sending an Internet FAX (i-FAX), refer to *i-FAX Transmission on page 8-8*.

1 Press the **Send** key.

2 Place the originals.

3 Select the destination.

Enter the i-FAX address

1 Press [i-FAX Address Entry].

2 Press [i-FAX Address], enter the i-FAX address and then press [OK].

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the i-FAX number is correct. Re-enter the same i-FAX number and press [OK] to complete the entry.

For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

To continue entering a new address, press [i-FAX Address Entry] and repeat the above procedure.

To correct the i-FAX number, press [Detail/Edit].

Select the destination from the Address Book

1 Press [Address Book].

2 Select the check boxes beside the destinations to select from the list.
To use an LDAP address book, select [Ext Address Book] in [Destination].

3 Press [OK].

Select the destination from the One-touch keys

Press all the One-touch keys to which necessary destinations are registered.

NOTE: For details of the Address Book, refer to *Selecting a Destination from the Address Book on page 3-16*. For details of the One-touch keys, refer to *Using One-touch Keys on page 2-14*.

You can select destinations using a combination of direct entry, the Address Book and One-touch keys.

4 After selecting all the destinations, press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Standby Transmission

During a communication, you can scan originals and schedule a next transmission. When the first communication is completed, the machine automatically starts the scheduled next transmission. When using standby transmission, you do not need to wait when a communication has prolonged due to broadcast transmission.

NOTE: Together with delayed transmission and interrupt send, up to 200 transmissions can be scheduled.

You can use the broadcast transmission function.
For the transmission method, use memory transmission. To select memory transmission, refer to *Selection of Transmission Method on page 3-4*

1. Press the **FAX** key.
2. Place the originals.
3. Select the destination, and set transmitting functions if you want to use any.
4. Press the **Start** key. Scanning of the originals starts, and the next transmission is scheduled.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

5. When the communication is completed, the scheduled transmission will begin.

Interrupt Send

During communication, when you scan originals by selecting direct transmission, you can use interrupt send. Even when the communication is prolonged due to broadcast transmission or a next transmission being scheduled, the machine will first send originals for which interrupt send has been set.

NOTE: When the number of standby transmissions and delayed transmissions has already reached 200, you cannot use interrupt send.

Depending on the timing of the interruption, you may not be able to interrupt transmission immediately.

1. Press the **FAX** key.
2. Load the originals to be sent using Interrupt Send.
3. Press [Advanced Setup], and then [FAX Direct Transmission].
4. Press [On].
5. Press [OK].
6. Set the destination, and press the **Start** key. The originals are left in queue, and the transmission will start when transmission becomes possible.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

For operation of direct transmission, refer to *Selection of Transmission Method on page 3-4*.

To cancel transmission while waiting for interrupt send, press the **Stop** key on the operation panel or [Cancel] on the touch panel. For details, refer to *Canceling Communication on page 3-14*.

7. When the interrupt send is completed, the canceled communication and standby transmission will automatically resume.

Chain Dial

Chain dial is a function that allows you to dial by linking fax numbers of the receiving systems with a chain number created with a number common to several destinations.

By setting multiple phone numbers from several telephone companies to a chain number, you can later choose the one that costs the least to send the fax to a remote or international destination.

NOTE: You can use the chain number at the head of the fax number of the receiving system.

It is convenient to register chain numbers that are used frequently to the Address Book or One-touch keys. For registration to the Address Book, refer to *Registering a New Destination on page 2-5*. For registration to One-touch keys, refer to *Registering a New One-touch Key on page 2-14*.

As an example, when using '010' as the chain number

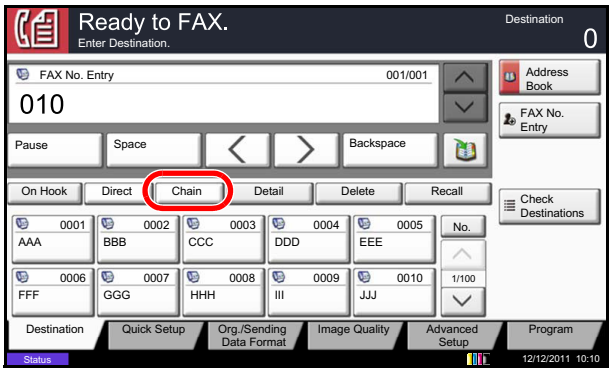
1 Press the **FAX** key.

2 Place the originals.

3 Press [FAX No. Entry], and enter '010' using the numeric keys. To use the Address Book or One-touch keys, select the destinations to which '010' has been registered.

NOTE: For the Address Book and One-touch keys, refer to *Using the Address Book on page 2-5* and *Using One-touch Keys on page 2-14*.

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.



4 Press [Chain].

5 Enter the fax number to connect to the chain number.

Use the numeric keys to enter a fax number

Enter the fax number using the numeric keys.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit], and then re-enter the chain number.

Select fax number from the Address Book

1. Press [Address Book].
2. Select the destination from the list. You can select several destinations.
3. Press [OK]. The chain number '010' is automatically added to all the destinations.

Select fax number from One-touch key

Select the destination from One-touch keys. The chain number '010' is automatically added to the destinations.

To enter another fax number with a one-touch key, re-enter the chain number.

6. Press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Manual Send

This method allows you to send originals by pressing the **Start** key after confirming that the telephone line has connected to the receiving system. Connecting a telephone set (commercially available product) to this machine enables you to talk with the person at the receiving system before sending originals.

Using after Confirming the Connection to the Receiving System

You can send originals after confirming that the telephone line has connected to the receiving system.

1. Press the **FAX** key.
2. Set the originals.
3. Press [On Hook].
4. Use the numeric keys to enter the number of the receiving system.

NOTE: To cancel the operation, press [Line Off].

5. When you hear the fax tone, the telephone line has connected to the receiving system. Press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Using a Telephone to Send

When you want to talk to the person at the receiving system or the receiving system needs to switch to fax, use this method to send originals.

1. Set the originals.
2. Lift the handset, and dial the number of the receiving system.
3. Check if the telephone line has connected to the fax of the receiving system.

   When you hear the fax tone

   The receiving system is on fax.

   1. Press the **FAX** key.
   2. Press [On Hook].
   3. Press the **Start** key. Transmission begins.

   When you hear a voice from the receiving system

   The telephone line has connected to the telephone of the receiving system. When the conversation is over, follow steps 1 to 3 above.

4. When sending starts (when the **Processing** indicator on the operation panel starts blinking), return the handset to its original position.

Manual Reception

This method allows you to receive faxes by pressing [Manual RX] after confirming that the telephone line has connected to the sending system. Connecting a telephone set (commercially available product) to this machine enables you to receive originals after talking to the person at the sending system.

NOTE: FAX Automatic Reception has been preset for the receiving mode of this machine. To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to *Receiving Mode on page 6-14*.

When 2 optional FAX Kits (Dual FAX option) are installed, the only receiving mode available on port 2 is FAX Automatic reception.

Receiving after Confirming Connection to the Sending System

You can receive originals after confirming by sound that the telephone line has connected to the sending system.

1. When there is an incoming call, the machine makes a ringing tone.
2. Press the **FAX** key.
3. Press [On Hook], and then [Manual RX].
4. After the sending side has started transmission, the machine starts receiving the originals.

Using the Telephone to Receive

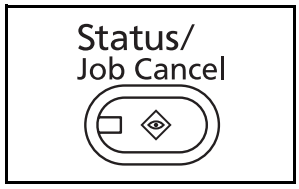
Use this method when you want to receive originals after talking to the person at the sending system.

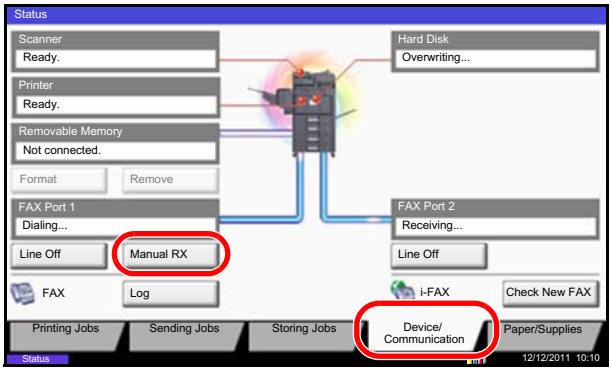
1. When there is an incoming call, the telephone connected to the machine makes a ringing tone.
2. Lift the handset of the telephone.
3. Check if the telephone line has connected to the fax of the sending system.

   When you hear the fax tone

   The sending system is on fax.

   1 Press the **Status/Job Cancel** key.





2 Press [Device/Communication], and then [Manual RX]. Reception will start.

NOTE: When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function. (Refer to *Remote Switch Function on page 4-17*.)

When you hear a voice from the receiving system

The telephone line has connected to the telephone of the sending system. When the conversation is over, follow steps 1 to 2 above.

After the sending system has started transmission, the machine starts receiving originals.

4 When reception starts (when the **Processing** indicator on the operation panel starts blinking), return the handset to its original position.

Remote Switch Function

You can start fax reception by operation from the connected telephone set. This function is convenient for using this machine and a telephone set (commercially available product) in combination installed at places distant from each other.

To start fax reception by operation from the connected telephone set, use the following operation.

NOTE: In order to use remote switch, it is necessary to connect the tone signal-sending telephone set (commercially available product) to the machine. However, even if it is a tone signal-sending telephone set, this function may not be used satisfactorily depending on the type of telephone set. For details, contact our agent or the store where you purchased this machine.

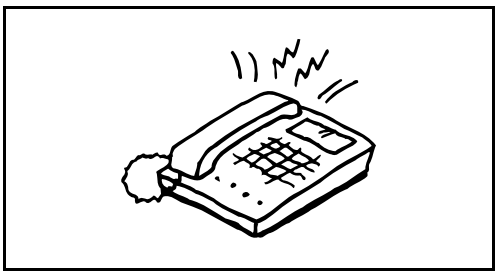
How to Register Remote Switch Dial

Remote switch dial is set to 55 at the factory, but you can change the dial number.

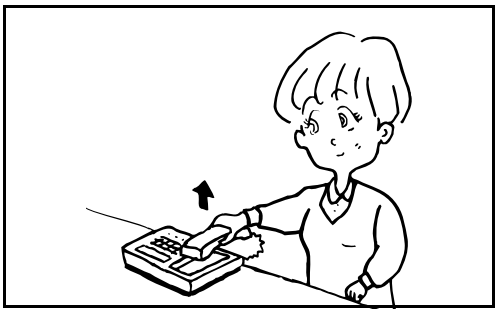
1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception*, [Next] of *FAX*, and then [Change] of *Remote SW Dial*.
3. Press [+]/[-] or the numeric keys to enter the number you newly register. (00 to 99)
4. Press [OK].

Using the Remote Switch Dial

To start fax reception by operation from the connected telephone set, use the following operation.



1 The connected telephone set makes a ringing tone.



2 Lift the handset of the telephone.

3 When you hear the fax tone from the handset, enter the two-digit remote switch dial number using the dial button on the telephone set.

NOTE: The remote switch dial is set to 55 at the factory.
When entering the 2-digit remote switch dial number, press the numbers slowly. If the numbers are pressed too quickly, the line may not switch to the machine.

4 The telephone line switches to the machine, and reception starts.

Printing/Sending Received Faxes by Requirements (Memory Forwarding)

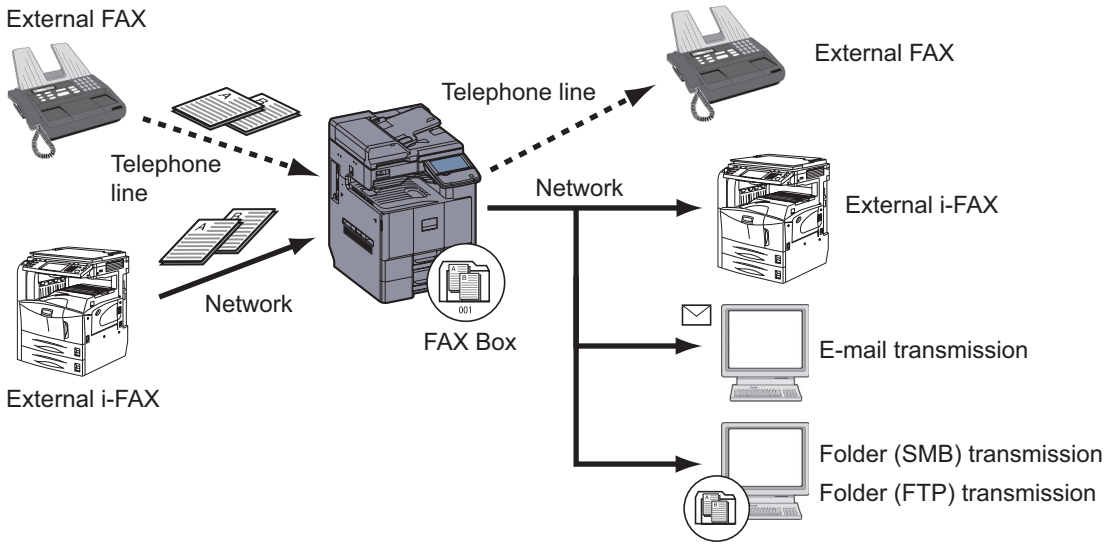
When you have received a fax or i-FAX, you can forward the received image to other faxes, computers, and FAX Boxes or specify a number of copies.

Type of Forwarding Destination and Requirements for Forwarding

You can set forwarding destinations and requirements for forwarding.

Type of Forwarding Destination

You can forward the received fax to other fax machines or FAX Boxes, send it as an i-FAX or E-mail attachment or transfer it to a folder (SMB or FTP).



Requirements for Forwarding

IMPORTANT: A fax or i-FAX that meets one of the specified forwarding requirements will be forwarded to one destination. If the fax meets multiple forwarding requirements, forwarding takes place based on the order of priority of the requirements. The forwarding requirements are shown in 1 to 5 below. To change the order of priority of the forwarding requirements, refer to *Raising the Priority of Settings by Requirement on page 4-28*.

The forwarding requirements are as follows:

1 Sub address

2 Sender fax number

3 Port (when 2 optional FAX Kits (Dual FAX option) are installed)

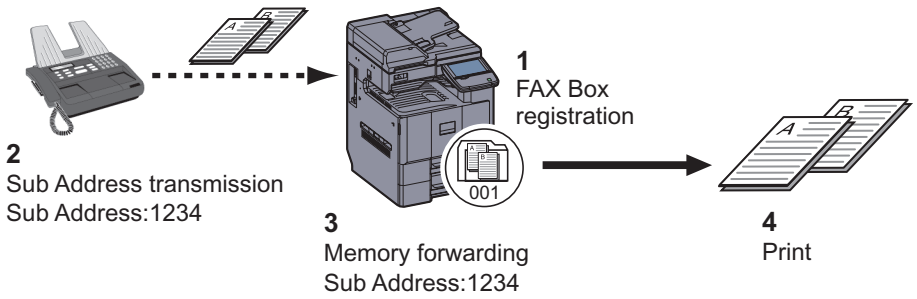
4 Recipient's address (i-FAX)

By using the memory forwarding function, you can perform the following communication.

Sub address confidential delivery

You can store the received originals in the FAX Box registered in advance without printing them, and output the originals without anyone seeing them.

Setting example



1 Register the FAX Box. (*Refer to page 4-39*.)

2 Perform sub address transmission.

3 Store originals in the FAX Box with memory forwarding.

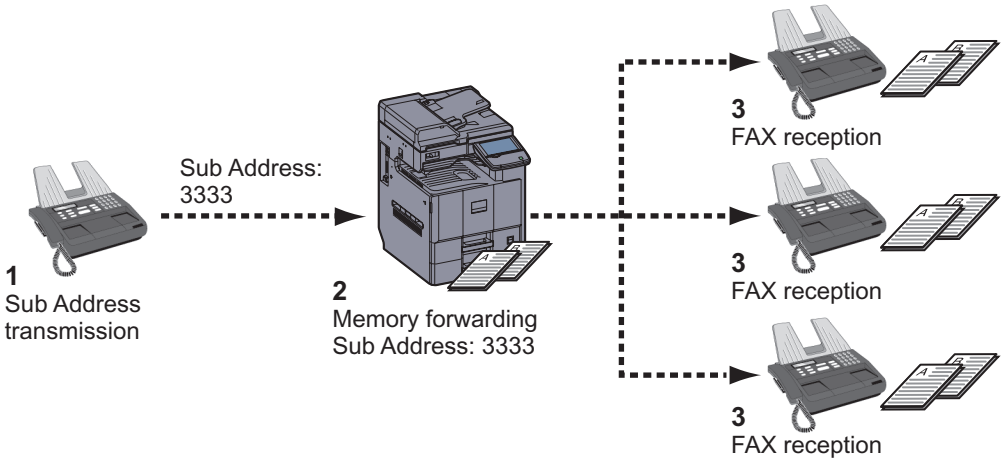
4 Print originals from the FAX Box. (*Refer to page 4-41*.)

Sub address relay broadcast communication

Received originals are forwarded to multiple fax machines. By setting a sub address as the forwarding requirement, you can restrict relay broadcasting to a specific communication.

NOTE: When forwarding is used, you can select whether to print or not to print the received originals. Also, you can specify a number of copies when printing. Refer to *Setting a Number of Copies on page 4-31*.

Setting example



1 Perform sub address transmission.

2 Use memory forwarding to forward received originals to multiple fax machines.

3 Each forwarding destination receives the fax.

Use Rule for All Receptions

By applying the requirements to all receptions, you can have all faxes that you receive be printed or forwarded based on the requirements.

To use requirements for all receptions, use the following procedure.

NOTE: To register setting by each reception requirement, refer to *Use Rule for Specific RX on page 4-23*.

To change the entry contents, follow the same operation.

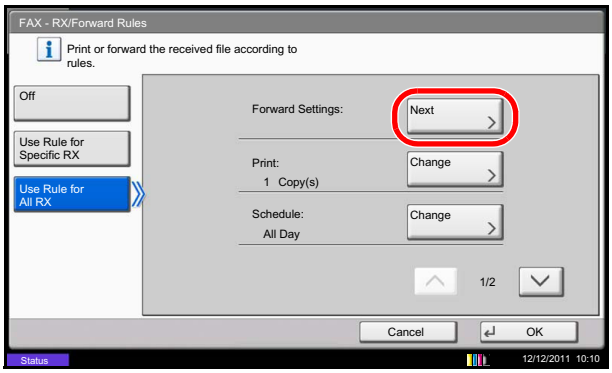
When using requirements for all receptions, received documents can not be stored in the FAX Box.

1 Press the **System Menu** key.

2 Press [FAX], and then [Next] of *RX/Forward Rules*.

3 Press [Use Rule for All RX].

4 Press [Next] of *Forward Setting*.

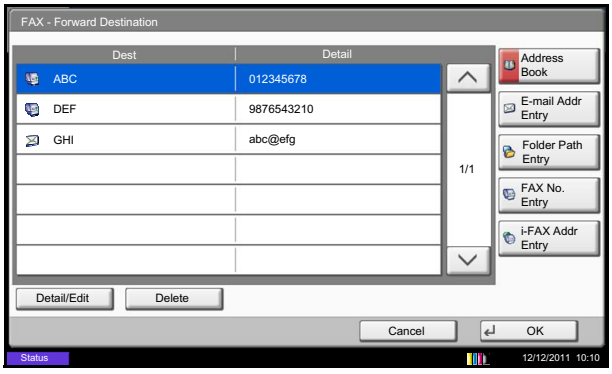


5 Press [Change] of *Forwarding*.

6 Select [On] or [Off] whether to forward or not to forward the received documents and press [OK].

7 Press [Change] of *Forward Destination*.

8 Set the Forwarding Destination. Select the other party by pressing one of the following keys, and press [OK] to add the other party to the list.



NOTE: You can register multiple destinations. By setting a group as the destination, you can specify up to 500 recipients.

Key	Description
Address Book	Select the destination registered in the Address Book or Ext Address Book
E-mail Addr Entry	Forward originals in e-mail transmission. Enter the e-mail address of the other party to which you will forward the received originals.
Folder Path Entry	Forward originals with folder (SMB) transmission or folder (FTP) transmission. Enter the Host Name, Path, Login User Name, and Login Password of the other party to which you will forward the received originals.
FAX No. Entry	Forward originals to another fax. Enter the recipient's fax number using the numeric keys and set the transmission details. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.
i-FAX Addr Entry	Forward originals using i-FAX. Enter the Internet FAX address of the recipient and set the conditions for the destination machine.

NOTE: To edit a registered destination, select the destination to be edited from the list, press [Detail/Edit] and edit the information.

To remove a registered destination, select the destination to be removed from the list and press [Delete].

9 Press [OK].

10 You can change the following settings as necessary.

- File format setting
- E-mail Subject Add. Info setting
- FTP Encrypted TX setting
- File Separation

NOTE: For details on above settings, refer to *Forwarding Detail Settings on page 4-29*.

11 Press [OK].

12 You can change the following settings.

- Number of Copies
- Enable time setting
- File name registration

NOTE: For details on above settings, refer to *Forwarding Detail Settings on page 4-29*.

13 Press [OK].

Use Rule for Specific RX

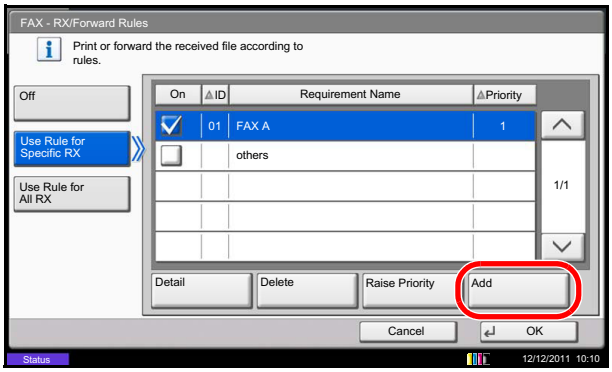
To register settings by each reception requirement, follow the steps below. Up to 100 requirements can be registered.

1 Press the **System Menu** key.

2 Press [FAX], and then [Next] of *RX/Forward Rules*.

3 Press [Use Rule for Specific RX].

4 Press [Add].



5 Press [Change] of *Rule Number*.

6 Press [+] or [-] or use the numeric keys to enter the requirement number. You can enter the requirement number between 001 and 100.

7 Press [OK].

8 Press [Change] of *Rule Name*.

9 Enter the requirement name, and press [OK].

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

Up to 32 characters can be entered for the requirement name.

10 Press [Change] of *Rule*.

11 To forward fax reception, select [FAX] and press [Next].

To forward i-FAX reception, select [i-FAX] and press [Next].

12 Register the requirements.

When FAX was selected in step 11.

Requirements	Registration method
Sub Address	Press [Sub Address] and enter the sub address using the numeric keys. You can use up to 20 digits including the numbers from 0 to 9, ‘ (space)’, ‘#’ and ‘*’ characters to enter a sub address.
Sender FAX Number	Press [Sender FAX Number] and enter the sender’s fax number using the numeric keys. You can enter up to 20 characters. A maximum of only 9 conditions for which sender fax number is selected as the forwarding condition can be registered. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.
Port	Press [Port] and select [Port 1] or [Port 2]. If the port is selected, fax box forwarding will not be possible. This setting only appears when 2 optional FAX Kits (Dual FAX option) are installed.

When i-FAX was selected in step 11.

Requirements	Registration method
i-FAX Address	Press [i-FAX Address]. Enter the destination Internet FAX address. You can enter up to 128 characters.

NOTE: When setting a forwarding condition by selecting a sender’s FAX number (a local FAX information entry of the destination machine) but leaving blank to the sender’s FAX number, you can forward a FAX that is received from a sender whose number is not registered in the sender's FAX number entries.

When you set the sender fax number as a forwarding requirement, select the search requirement from Search by pull-down menu.

- Same as
- Starts with
- Ends with
- Includes

13 Press [OK].

14 Press [Next] of *Forward Setting*.

15 Press [Change] of *Forwarding*.

16 Select [On] or [Off] whether to forward or not to forward the received documents and press [OK].

17 Press [Change] of *Forward Destination*.

18 Set the Forward Destination. Select the other party by pressing one of the following keys, and press [OK] to add the other party to the list.

Key	Description
Address Book	Select the destination registered in the Address Book or Ext Address Book.
E-mail Addr Entry	Forward originals with e-mail transmission. Enter the e-mail address of the other party to which you forward the received originals.
Folder Path Entry	Forward originals with folder (SMB) transmission or folder (FTP) transmission. Enter the Host Name, Path, Login User Name, and Login Password of the other party to which you will forward the received originals.
FAX No. Entry	Forward originals to another fax. Enter the recipient's fax number using the numeric keys and set the transmission details. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.
i-FAX Addr Entry	Forward originals using i-FAX. Enter the Internet FAX address of the recipient and set the conditions for the destination machine.

NOTE: To edit a registered destination, select the destination to be edited from the list, press [Detail/Edit] and edit the information.

To remove a registered destination, select the destination to be removed from the list and press [Delete].

19 Press [OK].

20 You can change the following settings as necessary.

- File format
- E-mail Subject Add. Info
- FTP Encrypted TX
- File Separation

NOTE: For details on above settings, refer to *Forwarding Detail Settings on page 4-29*.

21 Press [OK].

22 Press [Change] of *Storing in FAX Box*.

23 To store the originals in the FAX Box, press [On]. If you do not want to store the originals in the FAX Box, select [Off], press [OK] and proceed to step 25.

NOTE: To set the FAX Box as the Forward Destination, register the FAX Box in advance. For details, refer to *FAX Box Function on page 4-39*.

24 Select the FAX Box to be used to store the originals and press [OK].

If you set the password to FAX Box, enter the password and press [OK].

25 You can change the following settings.

- Number of Copies
- Schedule setting
- File name registration
- Priority setting

NOTE: For details on above settings, refer to *Forwarding Detail Settings on page 4-29*.

26 Press [Register]. The forwarding settings is registered.

27 To register another forwarding settings, repeat steps 4 to 26.

28 To set forwarding of received faxes that do not meet the conditions, select *other*, press [Detail], and change the settings.

NOTE: If *other* is not selected, received faxes that do not meet the conditions will be printed.

Save to FAX Box cannot be set in *other* settings.

29 Select the checkbox beside the forwarding settings to be enabled from the list. The checkbox beside the forwarding setting to be enabled is checked.

NOTE: To disable the setting, press the checkbox to delete the checkmark.

30 Press [OK] to save the settings by each requirement.

Changing/Deleting Settings by Requirement

To change or delete the settings by requirement, follow the steps below.

1. Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*.
2. Select the requirement name to be deleted or changed.

   To delete the requirement name, go to the next step. To change the requirement name, go to step 4.
3. Press [Delete]. When the confirmation screen is displayed, press [Yes] and go to step 6.
4. Press [Detail].
5. Refer to steps 5 to 26 of *Use Rule for Specific RX on page 4-23* to change the settings.
6. When the deletion or change is completed, press [OK].

Raising the Priority of Settings by Requirement

To raise the priority of the settings by requirement, follow the steps below.

1. Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*.
2. Select the requirement name to be reprioritized.
3. Press [Raise Priority].

   The priority of the selected requirement is raised.

Cancelling the Setting of RX/Forward Rules

To cancel the memory forwarding, follow the steps below.

1 Press the **System Menu** key.

2 Press [FAX] and then [Next] of *RX/Forward Rules*.

3 Press [Off] and then [OK].

Forwarding Detail Settings

With the forwarding settings, you can change the following detail settings.

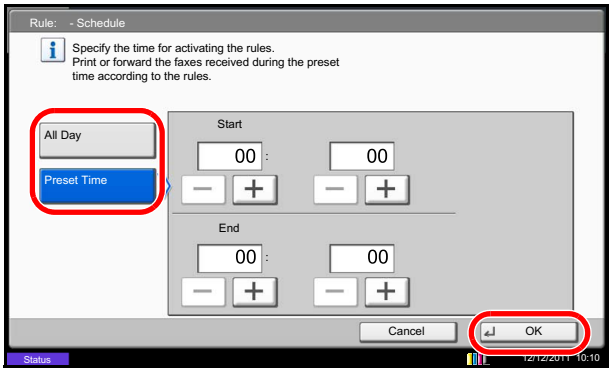
Schedule Setting

Specify the times when the preset requirements are activated and deactivated.

1 Follow steps 1 to 3 of *Use Rule for All Receptions on page 4-21*.

Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, and press [Detail].

2 Press [Change] of *Schedule*.



3 Select [All Day] or [Preset Time].

To forward received originals all day, select [All Day], and then press [OK].

To set the forwarding time, select [Preset Time] and go to the next step.

4 Press [+]/[-] to enter *Start* Time and *End* Time, and then press [OK].

NOTE: Enter the time on the 24 hours system.

Priority Setting

Set the priority of a registered forwarding requirement.

1 Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, and press [Detail].

2 Press [Change] of *Priority*.

3 Press [+] or [-] or use the numeric keys to enter the priority.

4 Press [OK].

File Format Setting (for Each Requirement)

If you are sending the file as an E-mail attachment or transferring it to a folder (SMB or FTP), select PDF, TIFF or XPS as the file format.

1. Follow steps 1 to 4 of *Use Rule for All Receptions on page 4-21*.

   Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, press [Detail], and then follow step 14.
2. Press [Change] of *File Format*.
3. Press [PDF], [TIFF] or [XPS] and then [OK].

NOTE: If you have selected PDF for file format, PDF Encryption functions are available. For details, refer to the machine's *Operation Guide*.

4. Press [OK].

E-mail Subject Add. Info Setting

Specify whether any information will be added to the subject of the E-mail. When adding information, you can select either *Sender Name* or *Sender*.

1. Follow steps 1 to 4 of *Use Rule for All Receptions on page 4-21*.

   Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, press [Detail], and then follow step 14.
2. Press [Change] of *E-mail Subject Add. Info.*.
3. Press [Sender Name], [Sender FAX No./Address] or [Off] and then press [OK].

FTP Encrypted TX Setting

Specify whether to use FTP encryption when you send data.

1. Follow steps 1 to 4 of *Use Rule for All Receptions on page 4-21*.

   Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, press [Detail], and then follow step 14.
2. Press [Change] of *FTP Encrypted TX*.
3. Press [On] or [Off].
4. Press [OK].

NOTE: To enable FTP Encrypted TX setting, be sure that *SSL* of *Secure Protocol* is *On*. For details, refer to the machine's *Operation Guide*.

File Separation

If transmission is by e-mail or to a folder (SMB) or folder (FTP), set whether page division is performed.

1 Follow steps 1 to 4 of *Use Rule for All Receptions on page 4-21*.

Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, press [Detail], and then follow step 14.

2 Press [Change] of *File Separation*

3 Press [Off] or [Each Page].

To have one file created for each page, select [Each Page].

4 Press [OK].

Setting a Number of Copies

You can set whether the machine should print received originals when forwarding them. You can specify the number of copies.

1 Follow steps 1 to 3 of *Use Rule for All Receptions on page 4-21*.

Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, and press [Detail].

2 Press [Change] of *Print*.

3 Press [On] or [Off].

If you selected [On], press [+]/[-] or numeric keys to set the number of copies.

4 Press [OK].

File Name Registration

You can set the file name to be created when forwarding. You can append information such as the date/time and the job number or fax number (address for an i-FAX).

1 Follow steps 1 to 3 of *Use Rule for All Receptions on page 4-21*.

Follow steps 1 to 3 of *Use Rule for Specific RX on page 4-23*, select the rule, and press [Detail].

2 Press [Change] of *File Name*.

3 Press [File Name].

4 Enter the file name and press [OK].

5 To insert additional information into the file name, press [Job No.], [Date and Time], [Add No./Addr to Front] or [Add No./Addr to Back].

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

Please note that when you have not add any additional information, file names become the same, and, therefore, old files are overwritten when received originals are forwarded with folder (SMB) transmission and folder (FTP) transmission.

6 Press [OK].

Settings for Forwarding from Embedded Web Server RX (RX/Forward Requirements)

You can use Embedded Web Server RX on a computer connected to the network to specify the forwarding settings on this machine.

Refer to the machine's *Operation Guide* for information on the network settings.

Accessing Embedded Web Server RX

1. Open the web browser.
2. In the Address or Location bar, enter the machine's IP address as the URL, e.g. http://192.168.48.21/. The web page displays basic information about the machine and Embedded Web Server RX as well as the current status of the machine.
3. Enter the user name and password of the administrator, and click Login.

   Setting Administrator User Name, and Password restricts general users' access to pages other than the Start page. For security purposes, setting the Administrator password is highly recommended. The default Administrator password is factory-set as 'Admin'.
4. Click 'Setting' from the navigation bar on the left to view and set values for that particular category.
5. Click 'FAX / i-FAX'.

   The Transmit Settings dialog box will appear.

   For details, refer to the *Embedded Web Server RX User Guide*.

Forward Settings

FAX/i-FAX > Common > RX/Forward Requirements > General

Specify the forward settings.

The settings available on the Forward page are shown below.

Item	Description
Off	Disables the forwarding process. Received faxes are printed on paper as in normal operation.
Use Requirements List	Executes the forwarding process according to the specified conditions. (For the setting procedure, refer to Print Settings on page *4-35*.)
All	Executes the forwarding process without specifying conditions. All received faxes are processed in the same way. However, the process of saving them in a FAX box cannot be selected. (For the setting procedure, refer to Print Settings on page *4-35*.)

After completing the settings, click **Submit** to save the settings.

Forward Settings

FAX/i-FAX > Common > RX/Forward Requirements > Requirement List > Add

Specify the Requirement List settings.

The settings available on the Requirement List -Add page are shown below.

Item	Description
Requirement Number	Enter a number that identifies the condition set.
Name	Give the condition set here an easily recognizable name.
Status	Specify whether to enable or disable the condition.
Activating Time	Specifies whether a time is specified.
Enable Time	Registers times when the specified requirements are enabled or disabled. You can register any time between 00:00 and 23:59.
File Name	Sets the name of the file created when a fax is forwarded.
Additional Information	Appends information such as the date/time, job number and destination address to the file name.
Add Sender Information	Sets the position appended in the additional information. The additional information consists of the local FAX number for a FAX transmission and the e-mail address of this machine in the case of an i-FAX transmission.

Item	Description
Priority	Prioritize the search keys when conducting searching over the sending criterions.
Requirement Type	Select the condition type from the following items. • FAX Sub Address • FAX Number • FAX Reception Port • i-FAX Address When an item is selected, the text box below it accepts entry of the necessary information on the selected item. For details, refer to the *Embedded Web Server RX User Guide*.
Print	To print the fax, click **Print**. The Print page is displayed. (Refer to Print Settings on page *4-35*.)
Forward	To select the forwarding destination, click **Forward**. The Forwarding page is displayed. (Refer to Forwarding Settings on page *4-36*.)
Save to FAX Box	To save received documents in a FAX box, click **Save to FAX Box**. The FAX Box page is displayed. (Refer to FAX Box Settings on page *4-37*.)

After completing the settings, click **Submit** to save the settings.

To set forwarding of received faxes that do not meet the conditions, click **Advanced** in *Not complying with the requirements* in the condition list. Set the status to **On** and then set each item. When *Use Requirements List* is selected, set the action that takes place when a fax is received with conditions that are not registered in the list. Saving to a fax box is not possible. If the status is set to **Off**, received faxes that do not meet the conditions will be printed.

Print Settings

FAX/i-FAX > Common > RX/Forward Requirements > Requirement List > Add > Print

Use this page to specify the print settings.

The settings available on the Print page are shown below.

Item	Description
Name	Displays the condition name.
Status	Displays whether the condition is currently used.
Print	Specifies whether to print on paper.
Copies to print	When the previous item is set to On, specify the number of copies.

After completing the settings, click **Submit** to save the settings.

Forwarding Settings

FAX/i-FAX > Common > RX/Forward Requirements > Requirement List > Add > Forward

Use this page to select forwarding destinations.

The settings available on the Forward page are shown below.

Item	Description
Name	Displays the condition name.
Status	Displays whether the condition is currently used.
Forwarding	Specifies whether to forward.
File Format	Choose either PDF, PDF/A or TIFF as the file format used for storing forwarded files.
FTP Encrypted TX	Turn **On** to enable encryption for transmission. Note the **SSL** protocol must also be turned on.
Subject Additional Information	When a forwarding address is specified as destination, **Sender Name** or **Sender FAX No./ Address** is appended at forwarding. When None, these will not be appended.
Page Separate	Choose whether pages are separated when faxes are forwarded to a computer.
Number of Destination	Displays the number of registered destinations displayed for the next item.
Destination List	Specifies the FAX box to be used. When the selection button is clicked, a list of registered FAX boxes appears. For how to add a FAX box, specify the settings below. • Add(Refer to Editing Destinations on page *4-37*.) • Import Contacts • Import Groups • Delete

After completing the settings, click **Submit** to save the settings.

FAX Box Settings

FAX/i-FAX > Common > RX/Forward Requirements > Requirement List > Add > Save to FAX Box

Use this page to select forwarding destinations.

The settings available on the Forward page are shown below.

Item	Description
Name	Displays the condition name.
Status	Displays whether the condition is currently used.
Save to FAX Box	Specifies whether to save faxes in a FAX box.
Box Name	Specifies the FAX box to be used.

After completing the settings, click **Submit** to save the settings.

Editing Destinations

FAX/i-FAX > Common > RX/Forward Requirements > Requirement List > Add > Forward > Add

Use this page to edit destinations.

The settings available on the Forward - Edit page are shown below.

Item	Description
Address Type	Select the destination type. • E-mail • SMB • FTP • FAX • i-FAX

If you selected **E-mail** as the destination type, specify the settings below.

- E-mail

If you selected **SMB** or **FTP** as the destination type, specify the settings below.

- Host Name
- Port number
- Path
- Login User Name
- Login Password

If you selected **FAX** as the destination type, specify the settings below.

- FAX Number
- Transmit Start Speed
- ECM
- Sub Address
- Password
- Encryption Key No.
- Encryption Box
- Encryption Box No.

If you selected i-**FAX** as the destination type, specify the settings below.

- i-FAX Address
- Connection Mode
- TX Resolution
- Compression
- Paper Size

After completing the settings, click **Submit** to save the settings.

FAX Box Function

FAX Box

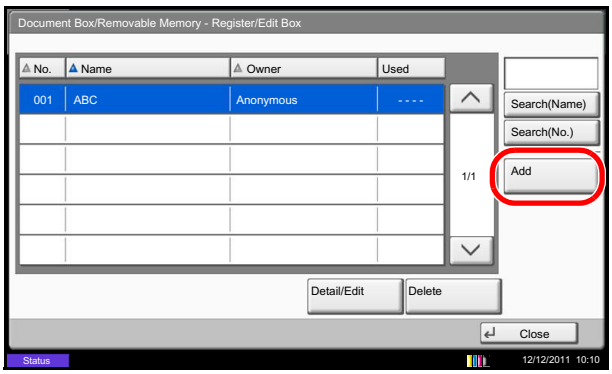
A FAX Box is a box for storing received originals on the machine to which the FAX System is to be installed. Using the memory forwarding function, you can store received originals in a personal FAX Box.

Registering a FAX Box

Up to 100 FAX Boxes can be registered.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *FAX Box* and [Register/Edit] of *Register/Edit Box*.



3 Press [Add].

4 Press [Change] of the required items.

NOTE: The *Owner* and *Permission* are displayed when the user login has been enabled.

When *Box No.* is selected

1 Press [+]/[-], or enter the *Box No.* by using the numeric keys.

2 Press [OK].

NOTE: When "0000" is displayed, the machine automatically assigns an empty number.

When *Owner* is selected

1 Select the box owner.
You can also search for the owner by using [Search (Name)] or [Search (Login)].
Press [Detail] to check *User Name*, *Login User Name*, *Access Level*, *Account Name* and *E-mail Address*. When you have finished checking the details, press [Close].

2 When you have finished selecting the owner, press [OK].

When *Box Name* is selected

1 Enter the FAX Box name. Up to 32 digits can be entered.

2 To complete the entry, press [OK].

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

When *Box Password* is selected

1 Press [Password] and enter the password. Up to 16 digits can be entered.

2 For confirmation, press [Confirm Password] and enter the same password.

3 To complete the entry, press [OK].

NOTE: A box password can be set if user login is disabled or if user login is enabled but the FAX Box is shared by other users.

Set the password as necessary. If you set the password, the password entry is required when changing or deleting the box, or printing the documents.

When *Permission* is selected

1 To use a FAX Box personally, press [Private]. To share a FAX Box with other users, press [Shared].

2 To complete the selection, press [OK].

When [Delete after Printed] is pressed

You can selected whether received faxes in the FAX Box are automatically deleted after being printed.

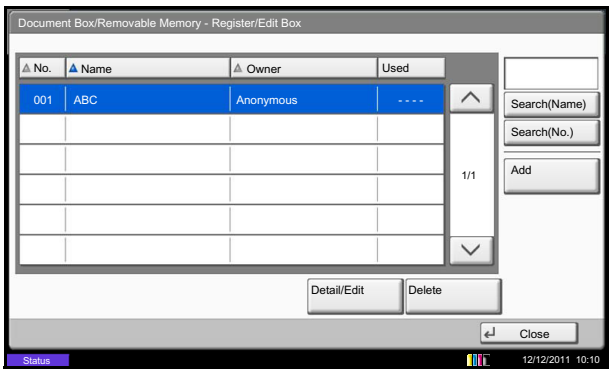
1 Press [On] or [Off].

2 Press [OK].

5 To complete the registration of all contents, press [Register]. To register other FAX Boxes, repeat steps 3 to 5.

Changing/Deleting a FAX Box

1 Follow steps 1 to 2 of *Registering a FAX Box on page 4-39*.



2 Select the box to be deleted or changed.

To delete the FAX Box, go to the next step, and to change the FAX Box, go to step 4.

3 Press [Delete]. When the deletion confirmation screen appears, press [Yes]. Go to step 5.

4 Press [Detail/Edit] and change the FAX Box, referring to steps 4 to 5 of *Registering a FAX Box on page 4-39*.

5 To delete or change other FAX Boxes, repeat steps 2 to 4.

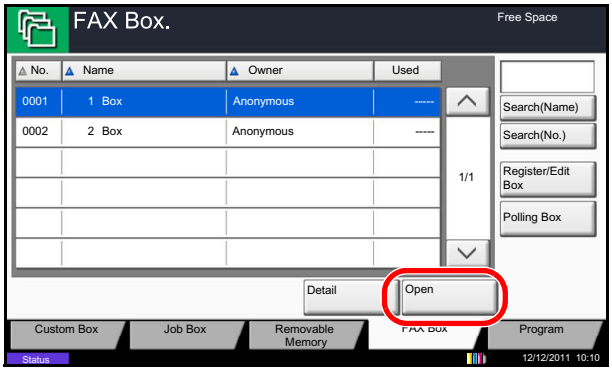
6 After deleting and changing FAX Boxes, press [Close].

Printing Originals from a FAX Box

To print the originals that have been sent to a FAX Box, use the following operation.

1 Press the **Document Box** key.

2 Press [FAX Box].



3 Select a FAX Box and press [Open].

NOTE: You must enter a box password in the following situations:

- If user login is disabled
- If user login is enabled but the FAX Box has been selected by another user when you login with user privileges

4 Press the checkbox and select originals from the list. The selected originals are check-marked.

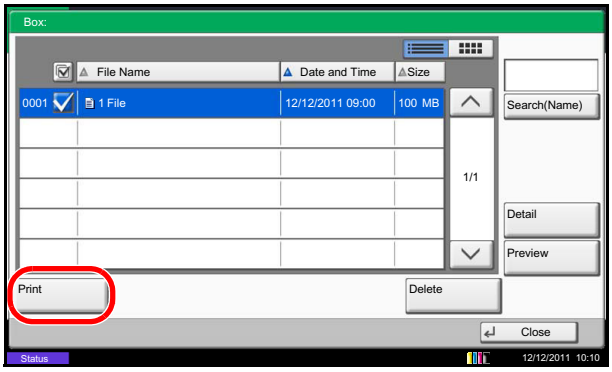
NOTE: To cancel the selection, press the checkbox and delete the checkmark.

When [ ] is pressed in the fax box screen, a thumbnail of the original image appears.

To check the image of the originals, refer to the preview. For information on previewing images, refer to *Previewing Images on page 4-44*.

For information on working with lists in FAX Boxes, refer to the machine's *Operation Guide*.

From a FAX Box, only printing is available. Sending cannot be done.



5 Press [Print].

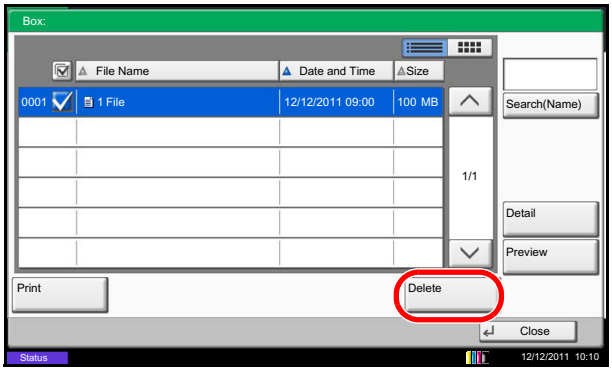
6 Select whether the originals are to be deleted from the FAX Box after printing is completed. To delete the data, press [On].

7 Press [Start Print]. The print starts.

Deleting Originals from a FAX Box

Use the procedure below to delete an original that you have forwarded to a FAX Box.

1 Follow steps 1 to 4 in *Printing Originals from a FAX Box on page 4-41*.



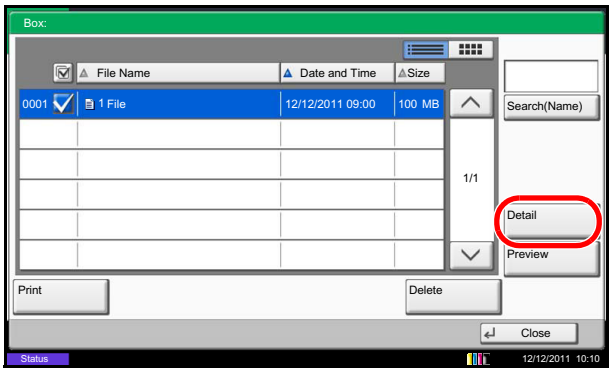
2 Press [Delete].

3 When the deletion confirmation screen appears, press [Yes]. The original is deleted.

Checking Details and Renaming Files

You can use the procedure below to check the details of documents forwarded to a FAX Box. You can also use this procedure to rename files.

1 Follow steps 1 to 4 in *Printing Originals from a FAX Box on page 4-41*.



2 Press [Detail].

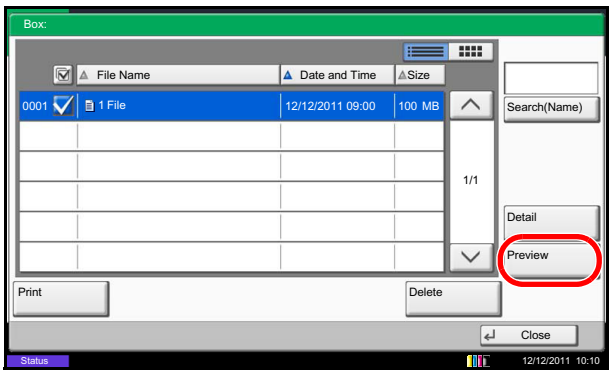
3 The details for the selected original are displayed.

Item	Description
File Name	File name of the original Press [Change] to rename the file.
Number of Pages	Number of pages in the original
Resolution	Resolution of the original
Date and Time	The date and time the original was forwarded.

4 When you have finished checking the details, press [Close].

Previewing Images

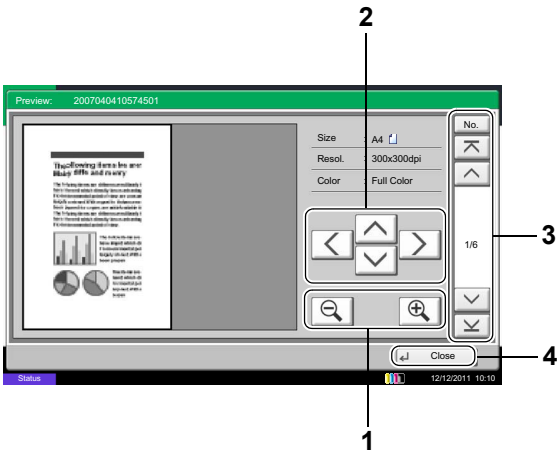
You can use the procedure below to preview an image of an original forwarded to a FAX Box on the touch panel.



1 Follow steps 1 to 4 in *Printing Originals from a FAX Box on page 4-41*.

2 Press [Preview]. The preview screen appears.

Using the Preview screen



1 Press [ ] to zoom in and [ ] to zoom out.

2 When you zoom in, [ ], [ ], [ ], or [ ] can be pressed in the enlarged image to move the part that is displayed.

3 If the original consists of multiple pages, press [ ] or [ ] to move back or forward 1 page. Press [ ] to skip to the first page or [ ] to skip to the last page. You can also press [No.] to move to a specified page number.

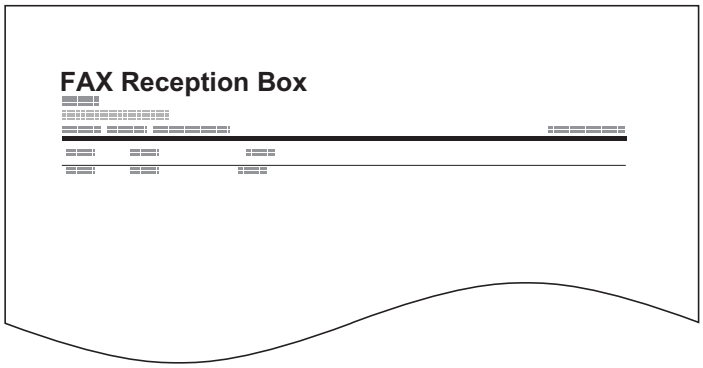
4 Press [Close] to exit the Preview screen.

Printing a FAX Box List

You can print the FAX Box list in which the list of Box No.'s and Box names of the registered FAX Boxes are described. When there are originals in the FAX Boxes, the number of pages is displayed.

NOTE: The list can be printed when user login has been enabled and the machine is logged in with administrator privileges.

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory], [Next] of *FAX Box,* and then [Print] of *FAX Box List*.
3. When the printing confirmation screen appears, press [Yes]. The machine prints a list of the FAX Boxes.



Sub Address Communication

Sub Address Communication

Sub address communication is communication in which data is sent and received with sub addresses and passwords attached in conformance with the ITU-T (International Telecommunication Union) recommendations. Sub addresses enable communication modes with third-party machines that were previously only possible between our brand machines. These include confidential delivery (sending originals to an original delivery box set up in the receiving system) and polling communication (reception of documents from a source machine that is controlled from the receiving machine). Using sub address communication and the memory forwarding function on this machine also allows advanced communication functions such as storing received originals in FAX Boxes and forwarding originals to other fax machines.

NOTE: In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

Sub address-based communication can be used together with various kind of functional communication. When registering a sub address and sub address password in the Address Book and One-touch keys, you can omit their entry before transmission. For details, refer to the explanations in the procedure of each communication method and registration method.

Sub Address

With the machine, sub address and sub address passwords are called sub address.

Sub Address

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address of up to 20 digits. When the machine receives originals, the sub address is used as the forward requirement for memory forwarding.

Sub Address Password

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address password of up to 20 digits. When the machine receives originals, a sub address password is not used.

Sub Address Transmission

To use sub address transmission, follow the steps below.

IMPORTANT: To use sub address transmission, check that a sub address and password have been set in the receiving system in advance. When sub address transmission is used, encryption cannot be used.

For the setting method when the machine receives originals, refer to *Printing/Sending Received Faxes by Requirements (Memory Forwarding) on page 4-19*.

1. Press the **FAX** key.
2. Place the originals.
3. Press [FAX No. Entry].

NOTE: When a sub address has been registered to the destination of the Address Book, you can use the destination. When a sub address-registered destination in the Address Book is used for a One-touch key, you can also use the One-touch key. In this case, go to step 9.

4 Use the numeric keys to enter the fax number of the other party.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

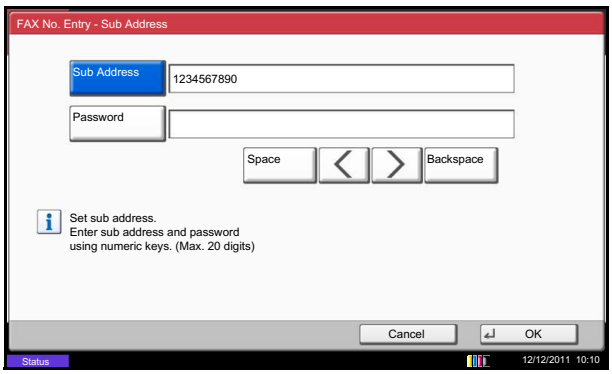
  For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

  To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

  To correct the FAX number, press [Edit].

5 Press [Detail].

6 Press [Change] of *Sub Address*.



7 Press [Sub Address] and enter the sub address using the numeric keys.

NOTE: You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

8 Press [Password] and enter the sub address password using the numeric keys.

NOTE: You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

9 Press [OK].

10 Press [OK].

11 Press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Sub Address Reception

To perform sub-address reception, you must inform the sending party of the machine's sub-address and password prior to transmission.

When sub-address reception is performed, the functions below can be used.

- *Printing/Sending Received Faxes by Requirements (Memory Forwarding) on page 4-19*
- *Sub address confidential delivery on page 4-20*
- *Sub address relay broadcast communication on page 4-20*
- *Sub Address Bulletin Board Communication on page 4-50*

IMPORTANT: To use sub-address reception functions, settings must be configured. To configure the settings, refer to *Printing/Sending Received Faxes by Requirements (Memory Forwarding) on page 4-19* or *Using Polling Reception with Sub Addresses on page 4-56*.

Program Dial

You can register transmission requirements such as the other party to which you send originals and transmission time as a program. After registration, you can recall transmission requirements only by pressing the program number. Also, you can assign names to programs to make recalling programs easier and more convenient.

NOTE: The copy function can be also registered to the program. Up to 50 programs including copying and sending functions can be registered.

When user login has been enabled, only the administrator can register.

Registering Programs

1. Transmission requirements have been registered, press the **Program** key.
2. Press [Register].
3. Press the program number to be registered (1 to 50).

NOTE: When selecting a program number that has been registered, you can replace the currently set function with the function represented by the program number.

4. Enter the program name, and press [Register]. The program is registered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

Changing/Deleting Registration Contents

You can change program numbers and program names, or delete programs.

1 Press the **Program** key.

2 Press [Edit] and press the key of the program number to be changed or deleted (1 to 50).

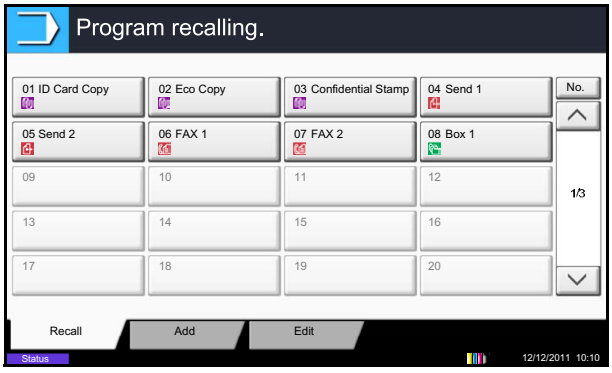
3 To change the program number, press [Change] of *Program No*. Use [+]/[-] or the numeric keys to change the program number, and press [OK].

To change the program name, press [Change] of *Program Name*. Enter the program name, and press [OK].

4 Press [Register]. When you select [Yes] on the change confirmation screen, the program is changed.

To delete registration contents, press [Delete this Program]. When you press [Yes] on the deletion confirmation screen, the program is deleted.

Using Program Dial



1 Press the **Program** key.

2 Place the originals.

3 Press [Recall] and then the key of the program number to call up (1 to 50). Press [No.] to recall the program number by direct entry.

NOTE: You can also use the program you have called up to change transmission requirements such as changing the other party.

4 Press the **Start** key. Transmission begins.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Polling Communication

Polling communication is a communication mode in which the transmission of originals on the sending machine is controlled by the receiving machine. This allows the receiving machine to tailor the reception of originals to its own circumstances. This machine supports both polling transmission and polling reception.

IMPORTANT: Because the receiving machine dials the sending machine in polling communication, call charges are normally borne by the recipient.

Polling Transmission

Originals to be used in polling transmissions should be stored in a Polling box. When a polling request is received from the destination, the stored originals are sent automatically.

Once originals intended for polling transmission have been sent to the destination, they are automatically deleted. However, if you set *Delete Transmitted File* to [Off], the originals are stored in the Polling box until you delete them. You can use polling transmission with the same originals as many times as you wish. (*Refer to page 4-51*.)

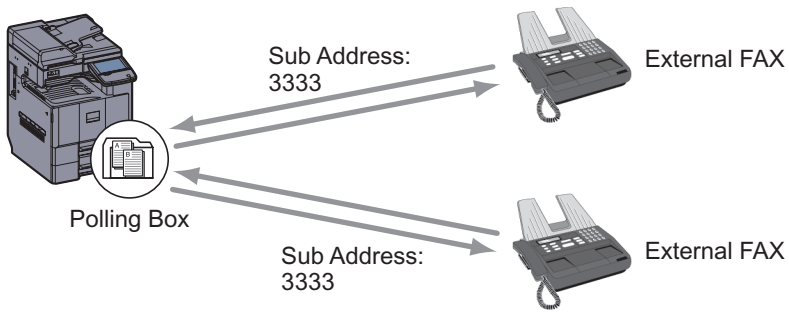
NOTE: You can store up to 10 originals for polling transmission.

You can also add to or overwrite originals up until a polling request arrives from the destination. Refer to *Overwrite Setting on page 4-51*.

Using sub addresses at the same time allows the communication modes described below.

Sub Address Bulletin Board Communication

This is a communication mode that allows a Polling box to be used like a bulletin board, giving multiple recipients free access to the stored originals. Set *Delete Transmitted File* to [Off] so that the same original can be polled multiple times. Also, by using sub addresses†, you can set up a sub address communication mode that provides the same sort of bulletin-board functionality even when the recipient is using a third-party machine.



†. On this machine, the sub address and sub address password.

IMPORTANT:

- The recipient's machine must also be equipped with the same sort of sub address bulletin board communication function. Some fax machines cannot store originals and some do not support polling reception. Check both the sending and receiving machines beforehand to ensure that they each have the required functionality. (For example, even if you store an original in a Polling box on this machine, you will not be able to establish successful communication if the receiving fax machine has no polling reception function.)
- The sender must also provide the recipient with the sub address and sub address password.

NOTE: For more information on sub addresses, refer to *Sub Address Communication on page 4-46*.

For information on how to receive files using sub address bulletin board communication, refer to *Using Polling Reception with Sub Addresses on page 4-56*.

Deleting Originals After Polling Transmission

Originals intended for polling transmission are automatically deleted after they have been sent to the destination. To allow polling transmission of the same original to multiple destinations, set this option to [Off].

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory], [Change] of *Polling Box* and [Change] of *Delete Transmitted File*.
3. Select either [Off] or [On].
4. Press [OK].

Overwrite Setting

Use the procedure below to overwrite the existing document if the same name is added to the new file. To allow overwriting, set this option to [Permit].

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory], [Change] of *Polling Box* and [Change] of *Overwrite Setting*.
3. Select either [Prohibit] or [Permit].
4. Press [OK].

Using Polling Transmission

1. Press the **Document Box** key.
2. Place the originals.
3. Press [FAX Box], [Polling Box], and then [Store File].

4 Change the required functions for the original to be stored. For information on using the functions, refer to the machine's *Operation Guide*.
To change the image quality, follow the steps on page *3-10*.

Function	Description
Zoom	Automatically enlarges or reduces scanned originals to match the storage size.
Original Orientation	To ensure that the originals are stored in the correct orientation, this indicates which end of the original is the top. To use the following functions, select the orientation of the originals. • 1-sided / 2-sided Selection • Border Erase
Border Erase	Scans originals with the black frame around the outside of the originals erased.
Original Image	Select image quality.
Mixed Sized Originals	Allows you to use the document processor to load and store multiple originals of different sizes. This function allows up to 30 sheets to be placed in the document processor.
File Name Entry	Allows you to rename the files created from scanned originals. You can also use this function to add the job number and/or date.
Density	Adjusts the density used for scanning originals.
2-sided/Book Original	Select the type and binding of originals.
Storing Size	Selects the storage size (the size of stored originals).
Scan Resolution	Chooses the level of detail used for scanning originals.
Continuous Scan	Allows you to divide originals that cannot be placed in the document processor at one time into multiple scans and then store the result as a single file. With this function, originals continue to be scanned until you press [Scan Finish].
Long Original	Allows you to use the document processor to scan overlength originals (documents that are long in the feed direction).
Centering	When you have scanned the original after specifying the original size and sending size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the centering, the image is placed with a margin equally created at each of the page Top/Bottom and Left/Right.

Function	Description
Job Finish Notice	Sends a notice by an e-mail when a transmission is complete.
Original Image	Select the image quality according to the original image type.

5 To use sub addresses, press [∨], [Sub Address], and then [On].

6 Press [Sub Address] and enter the sub address using the numeric keys.

NOTE: You can use up to 20 digits including the numbers from 0 to 9, ‘ (space)’, ‘#’ and ‘*’ characters to enter a sub address.

7 To set the password, press [Password] and enter the password using the numeric keys.

NOTE: If a password has been entered, you can only send faxes if you enter a matching password.

You can use up to 20 digits including the numbers from 0 to 9, ‘ (space)’, ‘#’ and ‘*’ characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

8 Press [OK].

9 Press the **Start** key. The originals are scanned and stored in the Polling box.

NOTE: You can see a preview of the image to be stored by pressing [Preview]. For details, refer to *Previewing Images on page 3-24*.

Polling Reception

This function automatically triggers transmission of originals stored on the sending machine when the receiving machine dials the sending machine's number. If multiple contacts are specified, they are dialed in sequence and originals are received from each contact.

NOTE: By setting a group as the destination, you can receive originals from up to 500 contacts in a single operation. If you specified a destination for which encrypted communication is registered, encrypted communication is disabled for polling reception.

When 2 optional FAX Kits (Dual FAX option) are installed and a receive-only port is specified, communication is via the other port.

To use polling reception, you must first ensure that the sending machine is set up for polling transmission. (Refer to *Polling Transmission on page 4-50*.)

Using Polling Reception

NOTE: When the other party is using sub addresses, refer to *Using Polling Reception with Sub Addresses* below.

1. Press the **FAX** key.
2. Press [Advanced Setup], and then [FAX Polling RX].
3. Press [On].
4. Press [OK].
5. Select the destination.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

  For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

  To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

  To correct the FAX number, press [Edit].

NOTE: Only fax numbers can be selected as destinations.

You can select destinations using a combination of numeric keys input and Address Book or One-touch keys selection.

6 Press the **Start** key. The operations for reception begin.

NOTE: When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Using Polling Reception with Sub Addresses

For polling reception, enter the sub address (on this machine, sub address and sub address password) set at the sending machine. This communication is still possible when the other party is using a third-party machine provided it is equipped with the same type of sub address communication function.

IMPORTANT: Check the sub address set by the sender beforehand.

1. Press the **FAX** key.
2. Press [Advanced Setup], and then [FAX Polling RX].
3. Press [On].
4. Press [OK].
5. Select the destination. Here, refer to *Sub Address Transmission on page 4-46* when entering the sub address.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to *Sending faxed documents to a specified additional address on page 4-64*.

  For details, refer to *Entry Check for New Destination* in the machine's *Operation Guide*.

  To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

  To correct the FAX number, press [Edit].

NOTE: Only fax numbers can be selected as destinations.
You can select destinations using a combination of numeric keys input, One-touch keys selection and selection from the Address Book containing registered sub addresses.

6. Press the **Start** key. The operations for reception begin.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Printing from a Polling Box

Use this procedure to print an original stored in a Polling box.

1 Press the **Document Box** key.

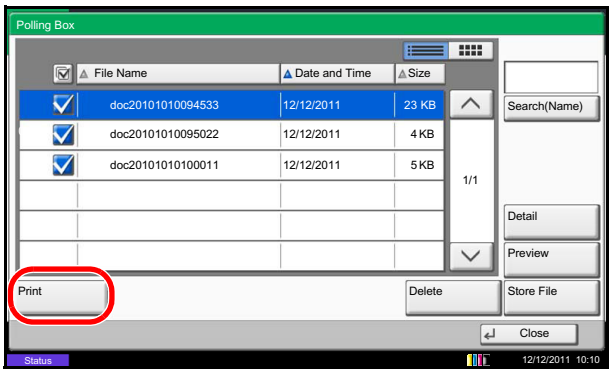
2 Press [FAX Box], and then [Polling Box].

3 Select an original by pressing a checkbox in the list. A tick appears in the checkbox for the selected original.

NOTE: To cancel a selection, press the checkbox again so that it is no longer ticked.

To check the image of the originals, refer to the preview. For information on previewing images, refer to *Previewing Images on page 4-60*.

For information on working with lists in a Polling box, refer to the machine's *Operation Guide*.



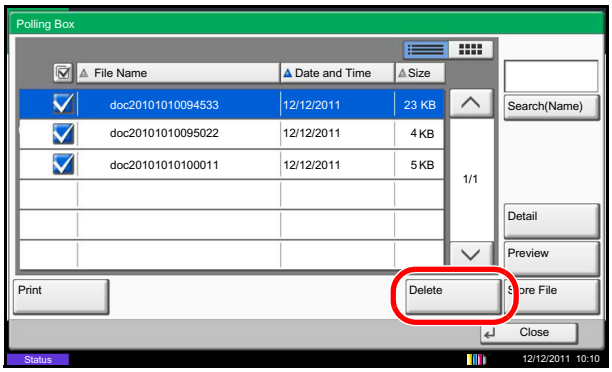
4 Press [Print].

5 When the printing confirmation screen appears, press [Yes]. Printing begins.

Deleting Originals in a Polling Box

Use this procedure to delete an original stored in a Polling box.

NOTE: If *Delete Transmitted File* is set to [On], originals are automatically deleted following polling transmission. (*Refer to page 4-51*.)



1 Follow steps 1 to 3 in *Printing from a Polling Box on page 4-57*.

2 Press [Delete].

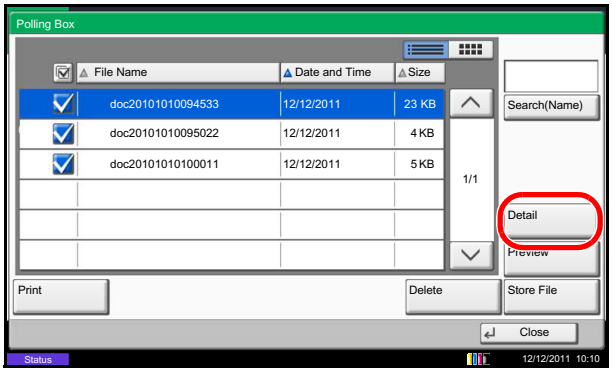
3 When the deletion confirmation screen appears, press [Yes]. The original is deleted.

Checking Details and Renaming Files

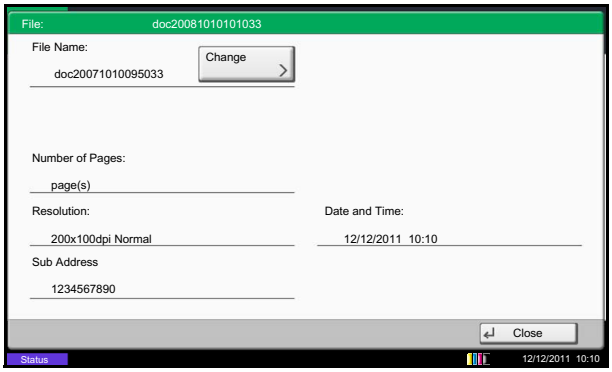
Use this procedure to check the details of an original stored in a Polling box. You can also use this procedure to rename files.

1 Follow steps 1 to 3 in *Printing from a Polling Box on page 4-57*.

2 Press [Detail].



3 The details for the selected original are displayed.

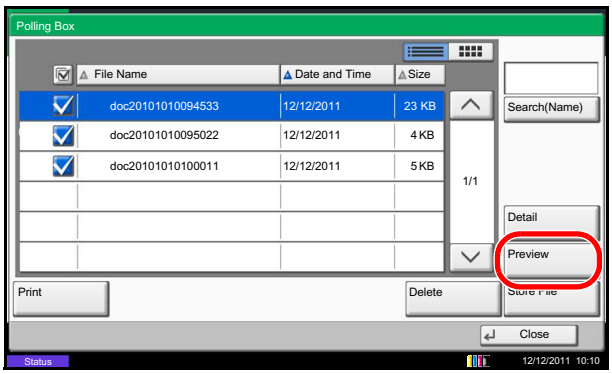


Item	Description
File Name	File name of the original Press [Change] to rename the file.
Number of Pages	Number of pages in the original
Resolution	Resolution used during scanning
Sub Address	Specified sub address If there is no information, this item is not displayed.
Date and Time	The date/time when the original was stored.

4 When you have finished checking the details, press [Close].

Previewing Images

Use this procedure to view a preview image of the stored document on the touch panel.



1 Follow steps 1 to 3 in *Printing from a Polling Box on page 4-57*.

2 Press [Preview]. The preview screen appears.

For information on previewing images, refer to *Using the Preview screen on page 4-44*.

Prohibiting entry of fax numbers with the numeric keys

You can prohibit direct entry of fax numbers with the numeric keys when faxes are sent. When direct entry is prohibited, faxes can only be sent to destinations stored in the address book or one-touch keys.

1 Press the **System menu** key.

2 Press [FAX], and then [New Destination Entry].

3 Select [Prohibit] (prohibit entry of fax numbers with the numeric keys) or [Permit].

4 Press [OK].

Account Management

Account management is user management that specifies the users who can use the machine and job accounting that controls the usage per account. In user accounting, up to 1,000 users can be managed using User ID and Password. In job accounting, the status of fax use per account can be known for up to 1,000 accounts for sending of originals and making communication reservation after entering Account ID. For each management method, refer to the machine's *Operation Guide*.

Description of User Accounting Setting

Item	Description
Local User List	Register user access privileges, User ID and Password.
Enable/Disable User accounting	Enable/Disable User accounting.

NOTE: For details, refer to the machine's *Operation Guide*.

Description of Job Accounting Setting

Item	Description
Accounting List	Register Account Name and Account ID. Up to 8 digits can be entered.
Job accounting	Set job accounting.
FAX send restriction	Restricts the number of fax sheets that can be sent. You can prohibit the use of this sending function or cancel the sending restriction.
Fax port restriction†	Restricts the ports used.
Counting of the number of used sheets	You can reset the counting, referring to the number of fax sheets to be sent and the time required for sending fax by all the accounts or by account.
Print of Accounting Report	You can print the printed and sent page numbers that have been counted by all the accounts.

†. Requires 2 optional FAX Kits (Dual FAX option).

NOTE: For details, refer to the machine's *Operation Guide*.

Communication modes subject to job accounting

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling reception
- Network FAX transmission*
- i-FAX Transmission
- Transmission from the document box

  * Destinations include FAX and i-FAX destinations.

Restriction of use function

When you have enabled job accounting, you need to enter an Account ID when performing the following operations.

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Output from FAX Box
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling transmission
- Network FAX transmission*
- i-FAX Transmission
- Transmission from the document box

  * Destinations include FAX and i-FAX destinations.

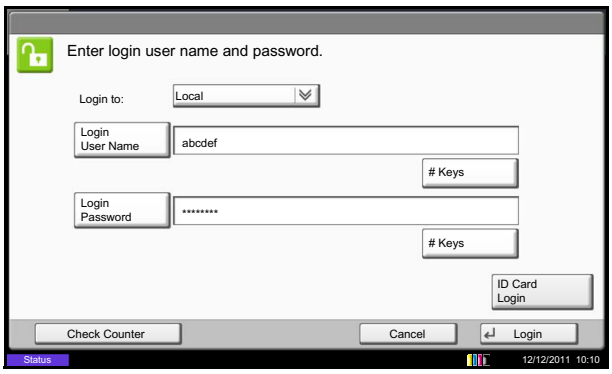
IMPORTANT: You can use ‘Make a call’, ‘Checking FAX Job History’ and ‘Communication Control Report Output’ functions without entering an Account ID or Administrator No.

When job accounting has been enabled, batch transmission function works only for communication to be performed for the same Account ID. The communication to be performed with a different Account ID is not conducted as a batch transmission.

Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting is enabled and an Account ID is entered when a fax is sent, you can enable a setting to have the Account Name or Local FAX Name, whichever was selected, be printed. To enable this function, refer to *Setting the TTI information on page 6-4*.)

Logging in when User Accounting has been Enabled

When user accounting has been enabled, you need to enter a User ID and Password to use the machine.



1 Press [Login User Name].

2 Enter a User Name, and press [OK].

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

3 Press [Login Password].

4 Enter the password and press [OK].

5 After confirming that the correct User ID and password have been entered, press [Login].

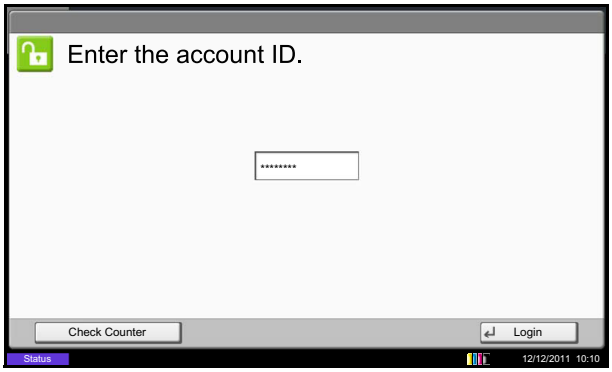
6 Perform the fax operation.

NOTE: When the operation is completed, press the **Authentication/Logout** key.

Logging in when Job Accounting has been Enabled

When job accounting has been enabled, you need to enter an Account ID when using the machine.

NOTE: When both user accounting and job accounting have been enabled, the screen for entering a User ID and Password is displayed.



1 Use the numeric keys to enter Account ID, and press [Login].

NOTE: You can check the number of pages used by a department by entering the Account ID and pressing [Check Counter]. Press [Close] in the counter browsing screen to log in.

2 Perform the fax operation.

NOTE: When the operation is completed, press the **Authentication/Logout** key.

Sending faxed documents to a specified additional address

A setting can be enabled to have faxes sent by users also be sent to an address set by the administrator.

NOTE: This function is enabled for fax when it is enabled for the send function. The function cannot be enabled for fax only. To enable this function, see the manual for the machine.

Other Convenient Functions

Functions that are convenient when sending fax are introduced here. For usage of each function, refer to the machine's *Operation Guide*.

Original Size Selection

Select the size of originals to be scanned. Be sure to select the original's size when using custom size originals.

The original size can be selected at the time of fax transmission.

Sending Size Selection

Select the sending size (the size of image to be sent).

Zoom

Scan originals by automatically zooming them according to the sending size.

If the original is scanned at full size, the image may be reduced if a smaller paper size is set on the receiving machine.

Mixed Sized Originals

Use the document processor to place originals of different sizes together and send them. In this method, up to 30 sheets can be placed in the document processor.

NOTE: For direct transmission, you cannot use Mixed Sized Originals. (Refer to *Selection of Transmission Method on page 3-4*.)

2-sided / Book Original

Select the type and binding of originals.

Original	Type	Binding
1-sided sheet original	1-sided	–
2-sided sheet original	2-sided †	Binding Left/Right, Biding Top
Open book original such as magazine or book	Book ††	Binding Left, Binding Right

†. Only when the optional document processor is used.
††. Only when the glass surface is used.

NOTE: For direct transmission, you cannot use [2-sided] and [Book]. (Refer to *Selection of Transmission Method on page 3-4*.)
When a two-sided sheet original is selected, the original placement orientation can be changed.

Original Orientation

To ensure that the originals are sent in the correct orientation for reading, indicate which end of the original is the top. When the original is a two-sided or facing pages original, the orientation of the original must be set.

Selection of Original Image

Select Original Image.

Item	Detail
Text + Photo	Suitable for originals containing a mixture of text and photos.
Photo	For enhanced copies of photographs.
Text	Sharply renders pencil text and fine lines. When text is selected, the OCR screen appears. If you need an image quality suitable for OCR software (applications that convert images into text data), press [On]. Otherwise, press [Off].

Continuous Scan

When you cannot place multi-page originals into the document processor at one time, the multi-page originals can be scanned in batches and sent as one job. In this method, originals are scanned until you press [Scan Finish].

You can change the following items during scanning.

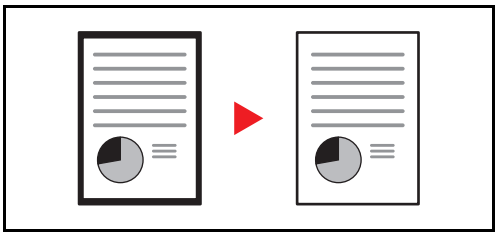
- Original Size Selection
- 1-sided / 2-sided Selection
- Sending Size Selection
- Original Orientation
- Original Image
- Density
- FAX TX Resolution
- Zoom
- Border Erase

NOTE: When Direct Transmission is performed, only the 1-sided/2-sided selection cannot be changed.

Border Erase

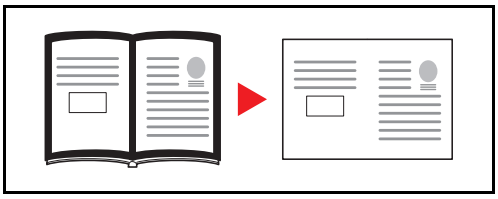
You can erase black borders around originals when scanning. For border erase, the following methods are available.

Border Erase Sheet



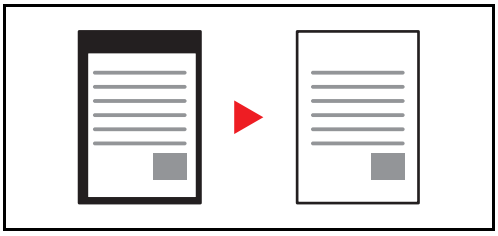
Erase black borders from around sheet originals.

Border Erase Book



Erase black borders found around and in the middle of pages of thick books. You can set the width of Border Erase for around and in the middle of books separately.

Individual Border Erase



Erase top, bottom, left and right black borders to individually set widths.

The Border Erase width that can be set in each mode is as follows.

Specifications	Border Erase range
Inch	0-2" (0.01" unit)
Centimeter	0 mm to 50 mm (1 mm unit)

Job Finish Notice

This function is used to inform when the transmission of e-mail is completed.

Send and Print

When you send originals, this feature allows you to print a copy of the document being sent.

Send and Store

When you send originals, this feature allows you to store a copy of the document being sent in a Document Box.

5 Checking Transmission Results and Registration Status

This chapter explains how to check fax transmission results and functional registration status.

- Various Tools for Checking Transmission Results and Registration Status 5-2
- Checking FAX Job History 5-3
- Printing Administrative Reports 5-7
- Reporting FAX Receipt Result by E-mail 5-11
- Confirmation Screen of Destinations 5-12

Various Tools for Checking Transmission Results and Registration Status

Check the fax transmission results and registration status using the following tools.

Tool	Display Location	Contents to Check	Timing of Check	Reference Page
FAX job history check	Touch panel	History of latest 100 send and receipt results stored	Any time	*5-3*
Send result report / Receipt result report	Report printing	Latest send or receipt result	Automatic printout after every sending or receiving operation (No Print Output or Error Only is also optionally available.)	*5-7*
Activity report	Report printing	Latest 50 send or receipt results	Any time, and automatic printout after every 50 sending/receiving	*5-8*
Status page	Report printing	Registration status of Local FAX Number, Local FAX Name, fax line setting, etc.	Any time	*5-10*
Reporting of FAX receipt result by E-mail	PC	Fax receipt	Fax reception is reported by e-mail.	*5-11*

Checking FAX Job History

Display the history of the latest 100 each of send and receipt results on the display for checking.

NOTE: Even when job accounting is enabled, 100 each of send and receipt results are displayed regardless of the account ID.

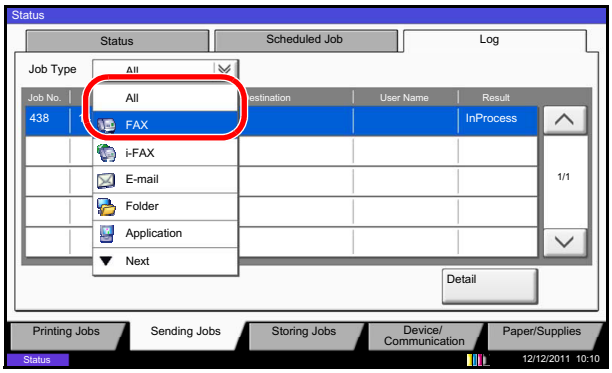
For details of the job history check, refer to the machine's *Operation Guide*.

Displaying Job Log Screen

1 Press the **Status/Job Cancel** key.

2 Press [Sending Jobs] to check send result, [Printing Jobs] to check receipt result, and [Storing Jobs] to check the results of file storage in FAX Boxes and Polling box. Then press [Log].

3 Press [ ] in *Job Type*, and select *FAX* or *i-FAX*.



Description of the Job Log Screen

Items shown in each job log screen and the function of each key are as follows.

Printing Job Log Screen

Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type. Fax reception i-FAX reception
Job Name	Job name
User Name	User name Blank if no information is available

Display / Key	Description
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error.
[⩛] in *Job Type*	Specific type of job can be indicated (Fax or i-FAX reception in this screen).
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to *Checking Details of the Job Log on page 5-5*).

Sending Job Log Screen

Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type. Fax transmission i-FAX transmission
Destination	Recipient (destination name, fax number or i-FAX address)
User Name	User name Blank if no information is available
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error. Waiting: Although the received signal is not confirmed yet, a job is ended.
[⩛] in *Job Type*	Specific type of job can be indicated (Fax or i-FAX transmission in this screen).
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to *Checking Details of the Job Log on page 5-5*).

Storing Job Log Screen

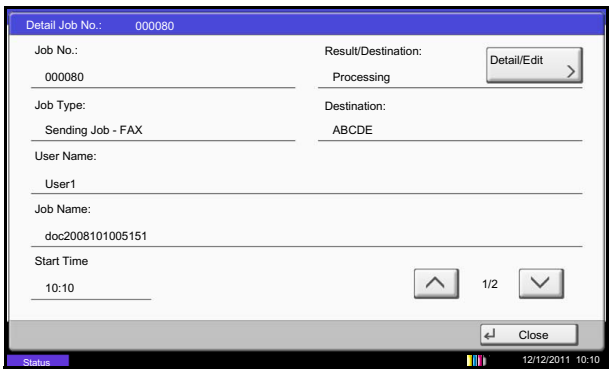
Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type. Storing fax reception data Storing i-FAX reception data
Job Name	Job name
User Name	User name Blank if no information is available
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error.
[⩔] in *Job Type*	Specific type of job can be indicated.
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to *Checking Details of the Job Log on page 5-5*).

NOTE: Jobs stored in a Polling box appear as scanner ( ) job types.

Checking Details of the Job Log

You can check the detailed information of each job.

Displaying Details of the Job Log



1 Press the **Status/Job Cancel** key.

2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs]. Then press [Log].

3 Select the job to check, and press [Detail].

Detailed information of the selected job is displayed.

NOTE: Press [∧] or [∨] to check information of the next or previous page.

4 Press [Close] to exit.

Description of Detailed Information Screen

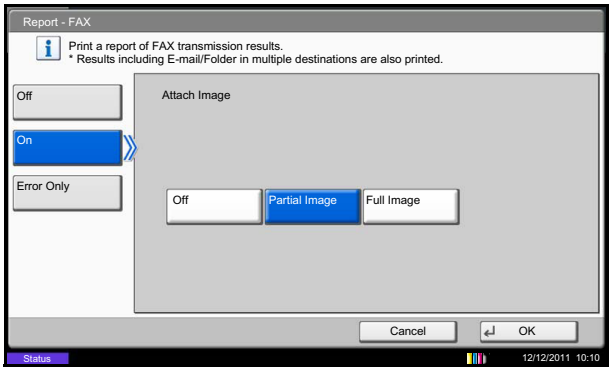
Item	Description
Job No.	Job acceptance number
Result (Result/ Destination)	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error. Press [Detail] to check the result for each destination.
Job Type	Job type
Destination	The number of destinations is displayed.
User Name	User name Blank if no information is available
Job Name	Job name
Accepted Time	Time when job was accepted
End Time	Time when job ended
Original Pages	Number of pages in the original
Color/Black & White	Color mode used during scanning
Connected to	The Local FAX Name or Local FAX Number registered on the other party's machine (for fax reception and manual reception). i-FAX sender address (in the case of i-FAX reception) Blank if no information is available
Printed Pages	Number of printed pages

Printing Administrative Reports

You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

Send Result Reports

Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the send result report.



1 Press the **System Menu** key.

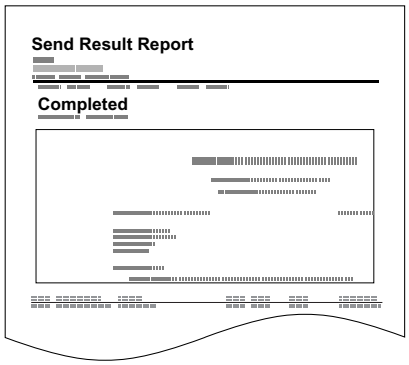
2 Press [Report], and [Next] of *Result Report Setting*. Then press [Next] of *Send Result Report* and [Change] of *FAX*.

3 Press [Off] (not to print), [On] (to print), or [Error Only].

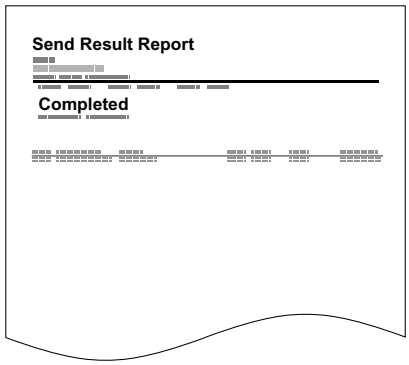
If you selected [On] or [Error Only], you should then indicate whether the transmitted image is to be attached by selecting [Off] (do not print transmitted image), [Partial Image] (print transmitted image at full size) or [Full Image] (print all of the transmitted image).

4 Press [OK].

With transmitted image



Without transmitted image



Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *Canceled before Sending*.

3 Press [Off], [On].

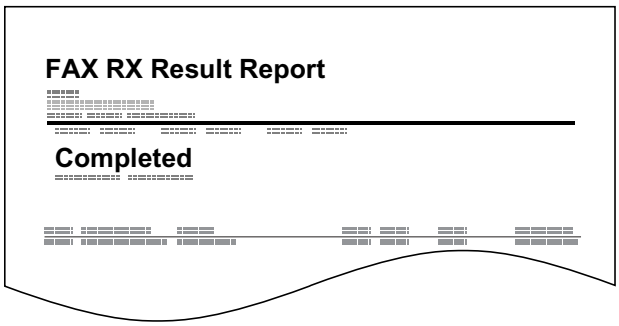
4 Press [OK].

FAX RX Result Reports

Each time you receive a fax, you can print a report to confirm whether the fax was received successfully.

NOTE: Fax receipt can also be notified by e-mail instead of checking the receipt result report. (Refer to *Reporting FAX Receipt Result by E-mail on page 5-11*.)

1. Press the **System Menu** key.
2. Press [Report], and [Next] of *Result Report Setting*. Then press [Change] of *FAX RX Result Report*.
3. Press [Off] (not to print), [On] (to print), or [Error/ Storing in Box Only].
4. Press [OK].



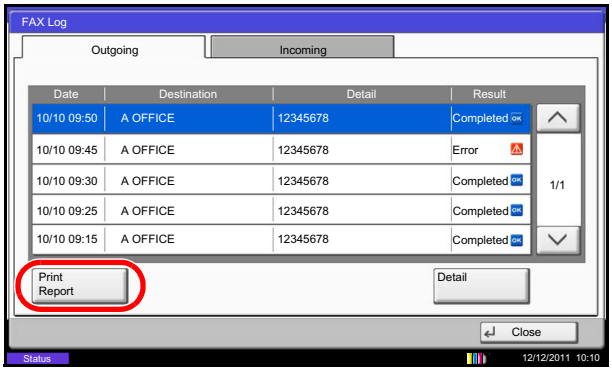
Activity Report

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

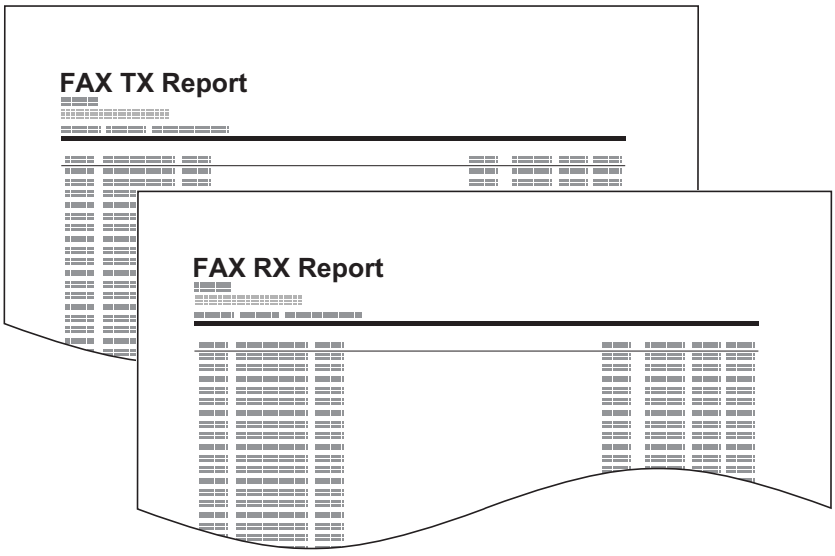
1. Press the **Status/Job Cancel** key.
2. Press [Device/Communication] and then [Log] of *FAX*.
3. Press [Outgoing] to print the sent fax report, and press [Incoming] to print the received fax report.



4 Press [Print Report].

NOTE: You can select a shown fax job and press [Detail] to view detailed information of the job.

5 When the printing confirmation screen appears, press [Yes]. An activity report is printed.



Automatic Printout

An activity report is printed out automatically after every 50 faxes sent or received.

1 Press the **System Menu** key.

2 Press [Report], and [Next] of *Admin Report Settings*. Then press [Change] of *Outgoing FAX Report* or *Incoming FAX Report*.

3 Press [Off] (not to print) or [On] (to print).

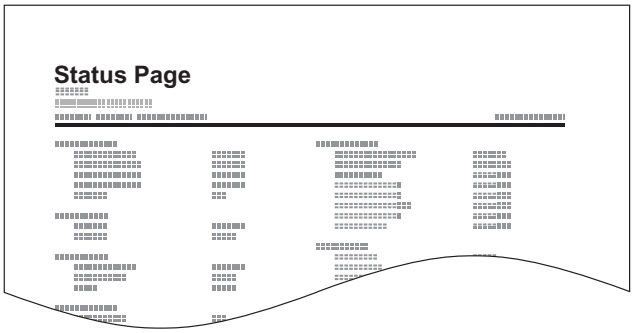
4 Press [OK].

Status Page

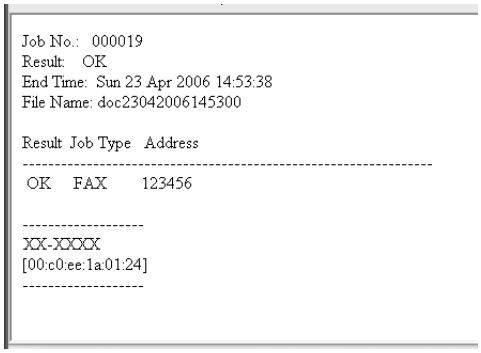
A status page provides information on a number of user setups.

FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.

1. Press the **System Menu** key.
2. Press [Report], and [Next] of *Print Report*. Then press [Print] of *Status Page*.
3. When the printing confirmation screen appears, press [Yes]. A status page is printed.



Reporting FAX Receipt Result by E-mail



Fax receipt can also be notified by e-mail instead of checking the receipt result report.

NOTE: This setting is displayed when the *FAX RX Result Report* setting is [On] or [Error/Storing in Box Only]. For details, refer to *FAX RX Result Reports on page 5-8*.

Fax receipt results are reported by e-mail according to the settings of *FAX RX Result Report*. If the *FAX RX Result Report* setting is [On], E-mail notification is provided for every fax. If the setting is [Error/Storing in Box Only], E-mail notification is only provided when an error occurs or the received original is forwarded to FAX Boxes.

5

1 Press the **System Menu** key.

2 Press [Report], and [Next] of *Result Report Setting*. Then press [Change] of *RX Result Report Type*.

3 To select destination from the address book, press [E-mail Address Book] and then [Address Book].

Specify the destination of E-mail, and press [OK].

NOTE: Refer to *Selecting a Destination from the Address Book on page 3-16* for the procedure of selecting destinations from the Address Book.

To enter an e-mail address directly, press [E-mail Address Entry] and then [E-mail Address].

Enter the desired e-mail address, and press [OK]. Up to 128 characters can be entered.

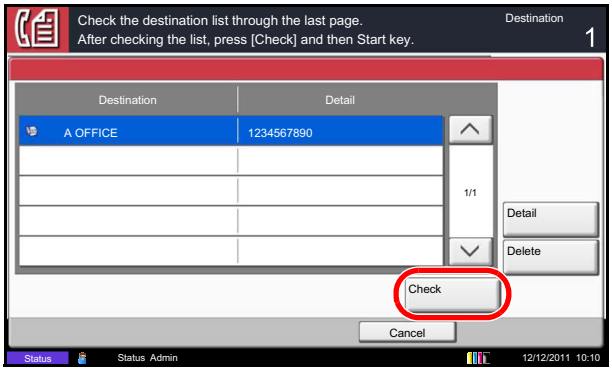
NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

4 Press [OK].

Confirmation Screen of Destinations

When selecting [On] for Dest. Check before Send, the confirmation screen of destinations appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations in the Operation Guide* for the machine.

Follow the steps below to confirm the destinations.



1 Press [∨] or [∧] to confirm every destination.

Press [Detail] to display the detailed information on the selected destination.

To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

To add the destination, press [Cancel] and then return to the destination screen.

2 Press [Check].

NOTE: Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

3 Press the **Start** key to start sending.

6 Setup and Registration

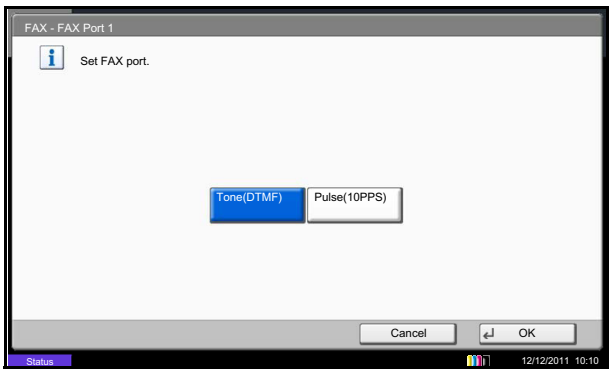
This chapter explains how to perform various setups and registrations.

- Selection of Telephone Line (Inch version only) 6-2
- Selection of Transmit Terminal Identification (TTI)..... 6-3
- Setting the TTI information 6-4
- FAX/TEL Auto Switch Reception 6-7
- FAX/Answering Machine Auto Switch Reception 6-9
- Rings.....6-11
- Volume Adjustment..... 6-12
- Retry Times..... 6-13
- Receiving Mode 6-14
- Reception Date/Time 6-15
- Media Type for Print Output..... 6-16
- MP Tray Paper Output 6-18
- DRD Reception (Available for inch versions only) 6-19
- Transmission Restriction..... 6-21
- Encryption..... 6-29
- Reduced Reception 6-34
- Duplex Print Output 6-35
- 2 in 1 Reception..... 6-36
- Remote Diagnostics..... 6-37
- Prohibiting FAX Printing at Specified Times (Unusable Time) 6-38
- Setting the Paper Output 6-39

Selection of Telephone Line (Inch version only)

Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax.

NOTE: If you install 2 optional FAX Kits (Dual FAX option) and then use 2 phone lines, select the option for each line.



1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Transmission*, [Next] of *FAX*, and then [Change] of *Dialing Mode (Port 1)* or *Dialing Mode (Port 2)*.

3 According to the type of telephone line you are contracted with, press [Tone (DTMF)] or [Pulse (10PPS)].

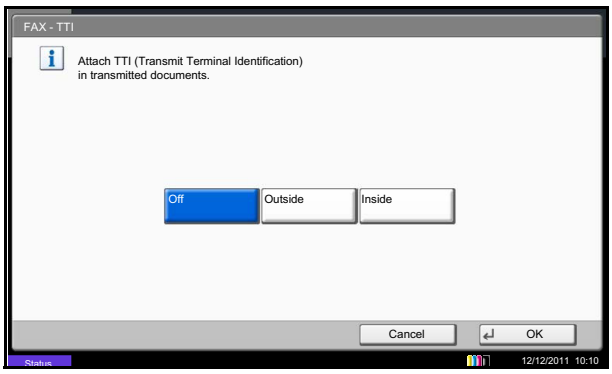
4 Press [OK].

Selection of Transmit Terminal Identification (TTI)

The transmit terminal identification (TTI) is the information about the sending machine (transmit terminal) that is printed by the receiving machine on the received fax. The information includes the date and time of transmission, number of pages sent, name, fax number, and Internet FAX address. This machine enables the user to select if the TTI is printed out on the fax on the receiving system. Regarding the location of the information to be printed, you can select inside or outside of the page image being sent.

NOTE: You can specify the same TTI for FAX and Internet FAX (i-FAX) transmissions.

Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting is enabled and an Account ID is entered when a fax is sent, you can enable a setting to have the Account Name or Local FAX Name, whichever was selected, be printed. To enable this function, refer to *Setting the TTI information on page 6-4*.)



1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Transmission*, [Next] of *Basic* and then press [Change] of *TTI*.

3 Press the location for printing the information on the fax. If you don't want to print, press [Off].

4 Press [OK].

Setting the TTI information

Register the name (local FAX name) and fax number to be printed in the transmit terminal identification (TTI) area, and the FAX ID (local FAX information).

By registering the TTI data, the receiver can easily find out where the FAX came from.

Local FAX Name Registration

Register the local FAX name printed in the transmit terminal identification (TTI) area.

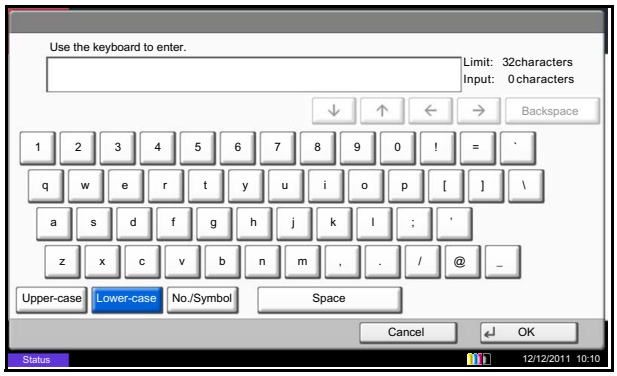
NOTE: If two fax kits are installed and two telephone lines are used, TTI information can be registered for each line. However, only one FAX ID can be registered.

To change the entry, follow the same operation.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Transmission*, [Next] of *Basic*, [Next] of *Local FAX Name Entry* (Port1), or *Local FAX Name Entry* (Port2), and then [Change] of *Local FAX Name Entry*. The entry screen will be displayed.

NOTE: Settings specified in Local FAX Name Entry (Port 1) are applied to Internet fax.



3 Enter the *Local FAX Name* to be registered. Up to 32 characters can be entered.

NOTE: For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

4 Press [OK].

Local FAX Information Entry

Register the local FAX information (local FAX number) printed in the transmit terminal identification (TTI) area. The Local FAX ID is used for transmission limit purposes. (Refer to *Transmission Restriction on page 6-21*.) The account name or the account ID can be used as Local FAX Info in the TTI. For the procedure for registering an account name or account ID, refer to the machine's *Operation Guide*.

NOTE: If you install 2 optional FAX Kits (Dual FAX option) and then use 2 phone lines, you can register Local Fax Number for each of the lines and only one Local FAX ID.

To change the registration contents, follow the same operation.

1 Press the **System Menu** key.

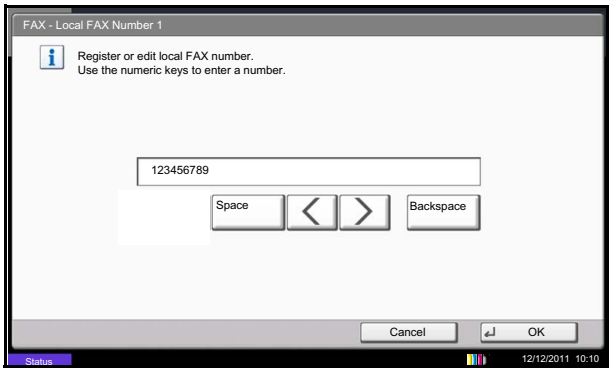
2 Press [FAX], [Next] of *Transmission*, and then [Next] of *FAX*.

When you register the Local FAX Number, go to next step. When you register the Local FAX ID, go to step 6.

Local FAX Number Entry

3 Press [Change] of *Local FAX Number 1* or *Local FAX Number 2*.

If you have already registered a number, the current registered number is displayed.



4 Using the numeric keys, enter the local number to register.

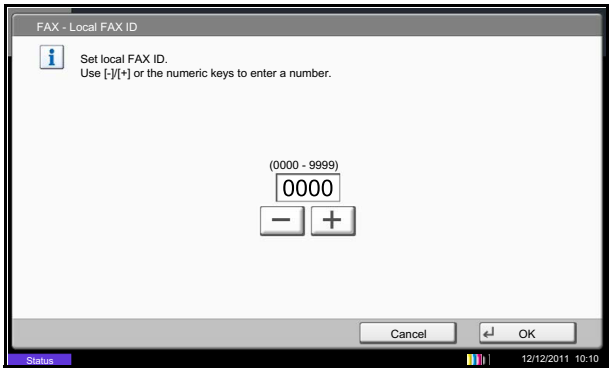
- Up to 20 digits can be entered.
- Press [Space] to enter a space.
- Use [<] or [>] to move the cursor.
- Pressing [Backspace] deletes the character to the left of the cursor.

5 Press [OK].

Local FAX ID Entry

6 Press [Change] of *Local FAX ID*.

The entry screen is displayed.



7 Using the numeric keys or [+]/[-], enter the four-digit Local FAX ID number to register.

8 Press [OK].

9 Press [Close].

Change of Account as Local FAX Name

10 Press [Next] of *Basic*, and then [Change] of *Account as Local FAX Name.*

11 To use the account name, press [ON]. To use the Local FAX name, press [OFF].

12 Press [OK].

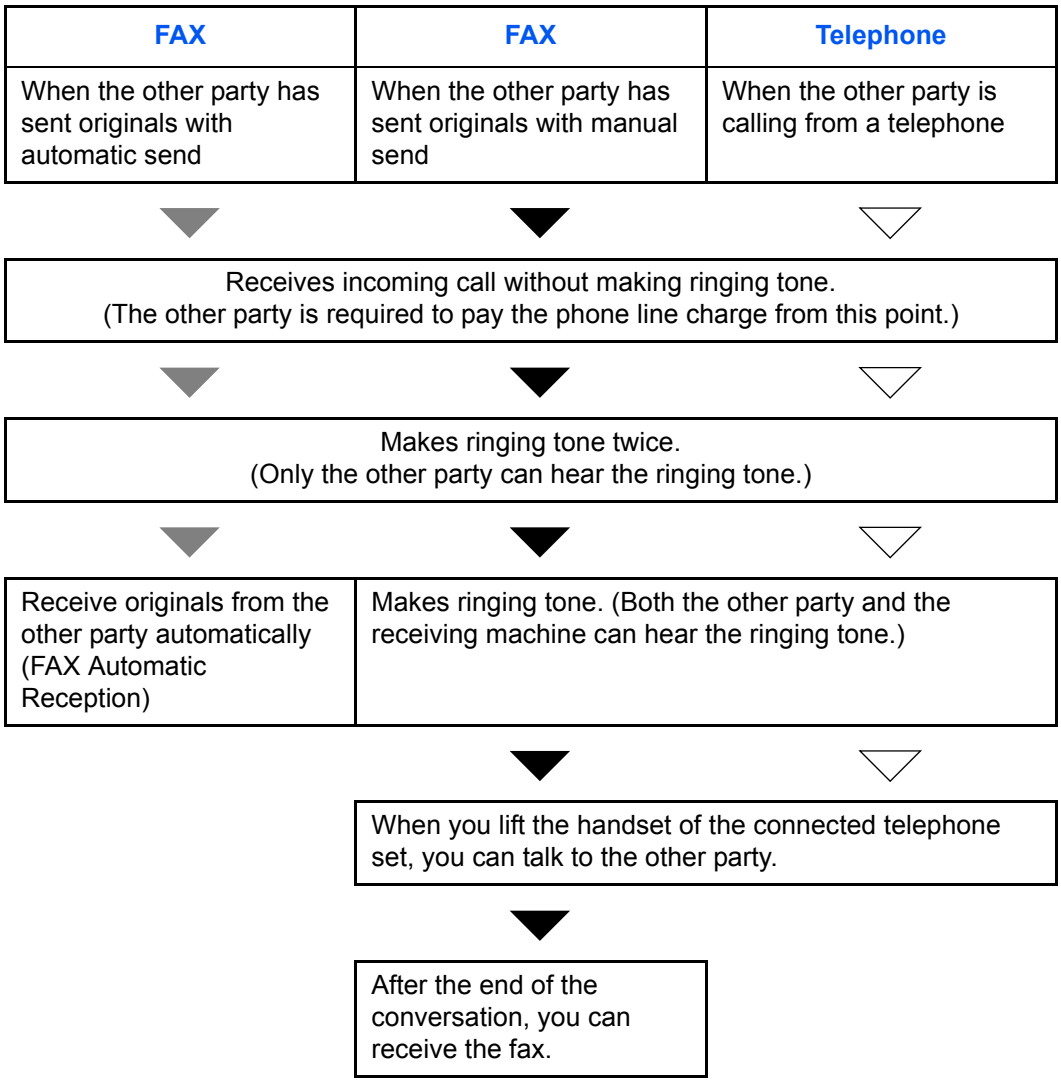
FAX/TEL Auto Switch Reception

This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.

IMPORTANT:

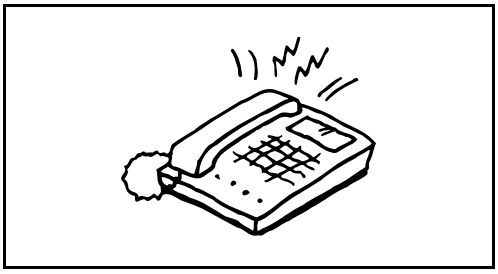
- In order to use FAX/TEL Auto Switch Reception, it is necessary to connect a telephone set (commercially available product) to the machine.
- After the telephone has made a ringing tone for the preset number of times, the other party is required to pay phone line charges even if the receiving system does not respond.

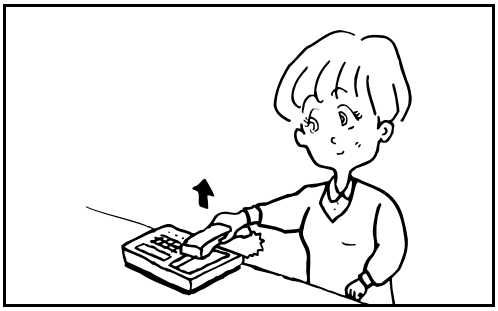
Flow of reception


FAX
FAX
Telephone
When the other party has sent originals with automatic send
When the other party has sent originals with manual send
When the other party is calling from a telephone
Receives incoming call without making ringing tone.
(The other party is required to pay the phone line charge from this point.)
Makes ringing tone twice.
(Only the other party can hear the ringing tone.)
Receive originals from the other party automatically (FAX Automatic Reception)
Makes ringing tone. (Both the other party and the receiving machine can hear the ringing tone.)
When you lift the handset of the connected telephone set, you can talk to the other party.
After the end of the conversation, you can receive the fax.

NOTE: At the end of the conversation, you can also manually receive the originals. (Refer to *Manual Reception on page 4-15*.)

Preparation: Refer to *Receiving Mode on page 6-14* to select [Auto (FAX/TEL)].





1 The connected telephone set makes a ringing tone. Note that if [0] (zero) is set as the number of rings (for FAX/TEL Auto Switch), the connected telephone does not ring.

NOTE: You can change the number of times the ringing tone rings. (Refer to *FAX/TEL Auto Switch Reception on page 6-7*.)

2 **When the call is from a telephone**

1 The machine makes a ringing tone urging the user to respond. Lift the handset of the telephone within 30 seconds.

NOTE: If you do not lift the handset within 30 seconds, the machine switches to fax reception.

2 Talk to the other party.

NOTE: At the end of the conversation, you can manually receive the originals. (Refer to *Manual Reception on page 4-15*.)

When the call is from a fax

The machine starts receiving fax originals.

FAX/Answering Machine Auto Switch Reception

This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.

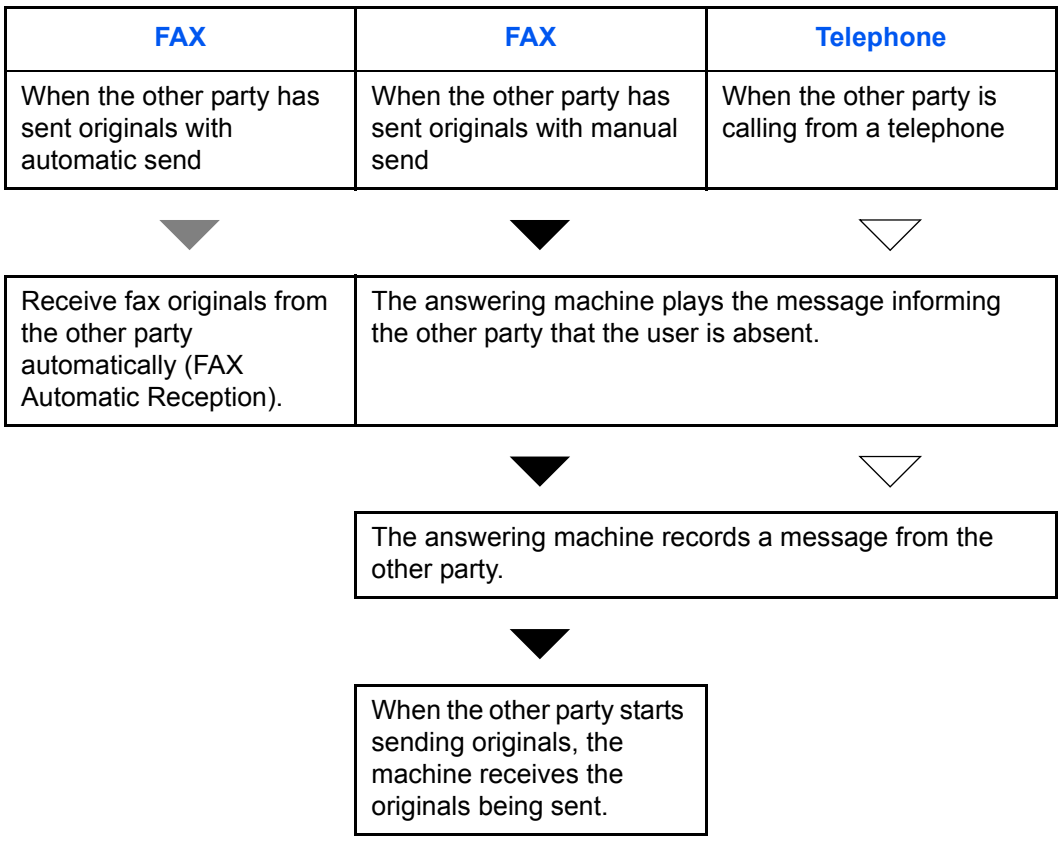
IMPORTANT: When using FAX/Answering Machine Auto Switch Reception function, if a silence continues for at least 30 seconds before one minute passes after the machine has received a call from the other party, the machine's silence detection function comes into operation and the machine switches to fax reception.

NOTE: In order to use FAX/Answering Machine Auto Switch Reception, it is necessary to connect an answering machine-equipped telephone set (commercially available product) to the machine.

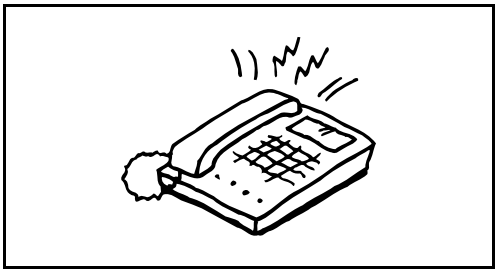
For details, such as responding to messages, refer to the Operation Guide of each answering machine.

Set the number of rings to be made by the machine more than the number of rings to be made by the answering machine. (Refer to *FAX/TEL Auto Switch Reception on page 6-7*.)

Flow of reception


FAX
FAX
Telephone
When the other party has sent originals with automatic send
When the other party has sent originals with manual send
When the other party is calling from a telephone
Receive fax originals from the other party automatically (FAX Automatic Reception).
The answering machine plays the message informing the other party that the user is absent.
The answering machine records a message from the other party.
When the other party starts sending originals, the machine receives the originals being sent.

Preparation: Refer to *Receiving Mode on page 6-14* to select [Auto (TAD)].



1 The connected telephone set makes ringing tone the set number of times.

NOTE: If you lift the handset while the telephone set is still making the ringing tone, the machine enters a status the same as manual reception. (Refer to *Manual Reception on page 4-15*.)

2 The answering machine responds.

When the call is from a telephone, but the user is absent

The answering machine plays a response message, and starts recording the other party's message.

NOTE: When silence continues for at least 30 seconds during recording, the machine switches to fax reception.

When the call is from a fax

The machine starts receiving fax originals.

Rings

You can change the number of times to let the phone ring before answering a call as needed. The number of ringing times can be changed independently for each receiving mode of Auto (Normal), Auto (TAD) and Auto (FAX/TEL).

NOTE: The number of ringing times can be set to between 1 and 15 times for Rings (Normal) and Rings (TAD), and 0 and 15 times for Rings (FAX/TEL).

For Rings (FAX/TEL), this change is possible only with inch models.

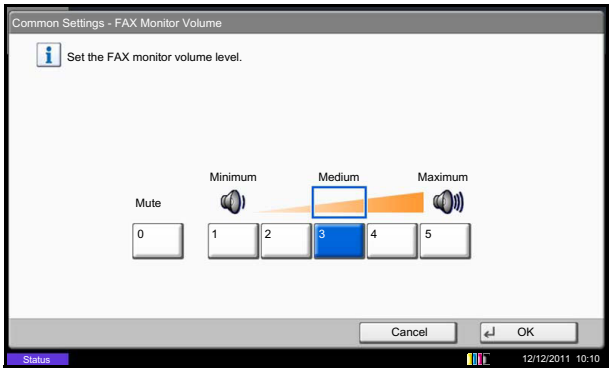
1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception* and then press [Next] of *FAX*. Press [Change] for the reception mode to be changed.
3. Press [+]/[-] or the numeric keys to enter the number.
4. Press [OK].

Volume Adjustment

Adjust the volume of the speaker and monitor.

Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook].

Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission.



1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Sound* and then [Change] of *FAX Speaker Volume* or *FAX Monitor Volume*.

3 Select any of [1] (*Minimum*), [2], [3] (*Medium*), [4], [5] (*Maximum*) or [0] (*Mute*).

4 Press [OK].

Retry Times

The number of retry times can be changed automatically.

NOTE: Retry times can be set to between 0 and 14.

For Redial, refer to *Dialing the Same Receiving System (Redial) on page 3-23*.

1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Transmission*, [Next] of *FAX* and then [Change] of *Retry Times*.
3. Press [+]/[-] or the numeric keys to enter the number.
4. Press [OK].

Receiving Mode

The following five receiving modes are available.

- FAX Automatic Reception [Auto (Normal)]
- FAX/TEL Auto Switch Reception [Auto (FAX/TEL)] (*Refer to page 6-9*.)
- FAX/Answering Machine Auto Switch Reception [Auto (TAD)] (*Refer to page 6-9*.)
- DRD Reception [Auto (DRD)] (*Refer to page 6-19*.)
- Manual Reception [Manual] (*Refer to page 4-15*.)

Select the mode appropriate for the way the machine is used.

NOTE: DRD reception mode is available only for inch models.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Reception*, [Next] of *FAX* and then [Change] of *RX Setting*.

3 Select the reception mode to be changed.

When [Auto (DRD)] is selected, choose the pattern of ringing.

Pattern	Description
Pattern 1	Normal Ring
Pattern 2	Double Ring
Pattern 3	Short-Short-Long
Pattern 4	Short-Long-Short

4 Press [OK].

Reception Date/Time

Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone.

NOTE: When the received data is printed on multiple pages, the reception date/time is printed on the fist page only. It is not printed on the pages that follow.

When the received fax data is forwarded after retrieving it from memory, the reception date/time is not added to the forwarded data.

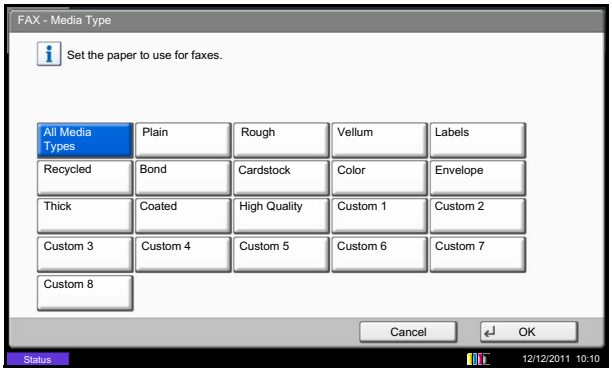
1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Reception Date/Time*.
3. Press [On].
4. Press [OK].

Media Type for Print Output

Specify the paper type to be used for print output of the received fax.

Supported paper types: All Media Types, Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, Coated, High Quality, Custom 1 to 8

NOTE: Refer to the machine's *Operation Guide* for details on Custom Paper 1 to 8.



1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Media Type*.

3 Select the desired paper type. If no specific paper type is selected, press [All Media Types].

4 Press [OK].

Setting the cassette for the print output of received faxes

By specifying the media type, faxes can be received on the corresponding cassette. Faxes will be automatically reduced to the set paper size. For detail, refer to *Reduced Reception on page 6-34*

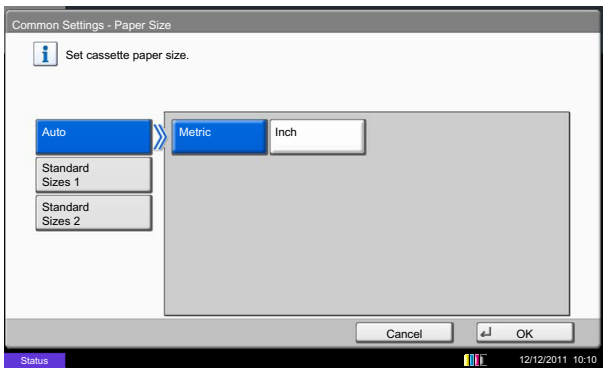
1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *Cassette Setting*.

3 *Cassette Setting*, select one of [Cassette 1] to [Cassette 4] and press [Next].

Press [Change] of *Paper Size*.

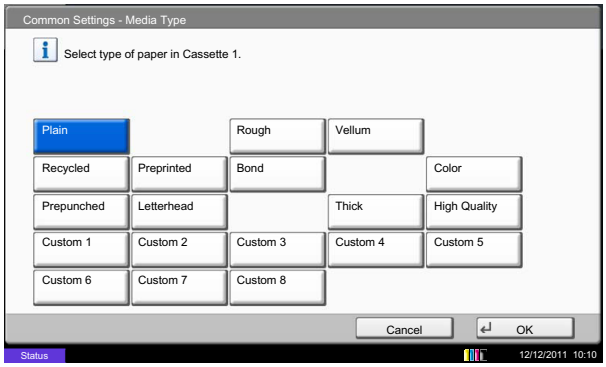
NOTE: [Cassette 3] to [Cassette 4] are shown when the optional paper feeder is installed.



4 Inch models: Press [Auto] and then [Inch].

Metric models: Press [Auto] and then [Metric].

5 Press [OK]. The previous screen reappears.



6 Press [Change] of *Media Type* and select the media type. Then press [OK]. The previous screen reappears.

7 Press [Close]. The display returns to the default System Menu screen.

MP Tray Paper Output

You can select whether to use the MP tray paper when printing out the received fax.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Multi Purpose Tray*.

3 Select either [Off] (not to use) or [On] (to use).

4 Press [OK].

DRD Reception (Available for inch versions only)

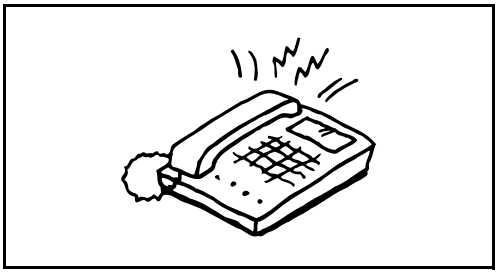
This reception mode utilizes the Distinctive Ring Pattern service available through some telephone companies. With this service, you can use two or more fax numbers on a single telephone line. Thus, you can use this fax and a telephone on the same line, and you can still designate a different fax number for each of them. As each number is given a different ring pattern, the machine is able to differentiate between incoming calls. If one of these numbers is designated for the machine, and a desired ring pattern is designated for that number in advance, fax reception will be initiated automatically whenever the machine detects the ring pattern distinctive to the fax.

NOTE: Using DRD Reception to receive a telephone call is only possible if a separately purchased telephone is connected to the machine. DRD reception is only possible if you subscribe to the Distinctive Ring Pattern service provided by your telephone company. Contact your telephone company for further information on the Distinctive Ring Pattern service available.

Flow of reception

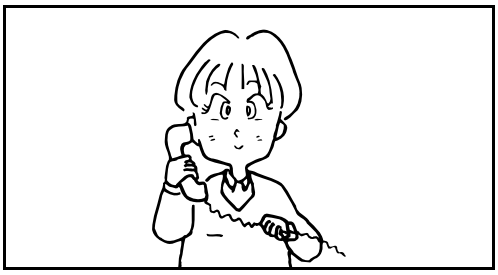
FAX	Telephone
If the other party has dialed your fax number...	If the other party has dialed your telephone number...
▼	▽
Telephone company	
▼	▽
The fax machine will ring using the predetermined ring pattern for a fax and fax reception will start automatically. (The fax will handle the call using the Automatic FAX Reception mode.)	The fax machine will ring using the predetermined ring pattern for a telephone call. Conversation is possible with the other party if you answer the telephone that is connected to this fax machine.

Preparation: Refer to *Receiving Mode on page 6-14* to select [Auto (DRD)].



1 When a call comes in, the telephone will ring.

NOTE: If you lift the handset while the telephone is still ringing, the machine will deal with the call in the same manner as standard Manual FAX Reception. For details, refer to *Manual Reception on page 4-15*.



2 The machine will then ring using the predetermined ring pattern.

When the call is from a telephone

Lift the handset and speak with the other party. When the conversation is over, fax reception can be initiated manually.

When the call is from a fax

Once the ringing tone stops, fax reception will start automatically.

Transmission Restriction

This function allows you to send or receive originals only when communication requirements are met. Using this function can limit other parties with which you can communicate.

Specifically, you must register communication requirements (Permit FAX No./Permit ID No.) and set the transmission limit in advance. When the machine sends or receives originals, you do not need to perform a special operation for this particular function, and you can operate the machine normally. When sending or receiving has actually started, the machine correctly conducts transmission that meets communication requirements, but when the transmission does not meet the requirements, the machine indicates an error. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected.

NOTE: Before using transmission restriction, be sure to read the following prerequisites, communication establishing requirements, and reception rejection requirements thoroughly, and consult with the other parties with which you communicate.

	Prerequisites	Communication Establishing Requirements
Send Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.† (Refer to *Registering Permit FAX No. on page 6-22* or *Registering Permit ID No. on page 6-26*.) • Send restriction settings are specified in [Permit List + Address Book] in Send Restrictions. (Refer to *Setting Send Restriction on page 6-27*.) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The recipient's Local FAX Number matches a Permitted FAX No. registered on the machine. • The recipient's Local FAX ID matches a Permitted ID registered on the machine. • When the number was dialed using the Address Book or One-touch keys, the last 4 digits of the dialed number match the last 4 digits of the recipient's Local FAX Number. (Excludes manual transmissions.)
Reception Restrictions	• Register Permitted FAX numbers or Permitted ID numbers.†† (Refer to *Registering Permit FAX No. on page 6-22* or *Registering Permit ID No. on page 6-26*.) • Reception restriction settings are specified in [Permit List + Address Book] in Reception Restrictions. (Refer to *Setting Reception Restriction on page 6-28*.) • Register the Local FAX Numbers or Local FAX IDs of other parties.	• The sender's Local FAX Number matches a Permitted FAX No. registered on the machine. • The sender's Local FAX ID matches a Permitted ID registered on the machine. • A fax number that matches the last 4 digits of the sender's Local FAX Number is registered in the Address Book on this machine.

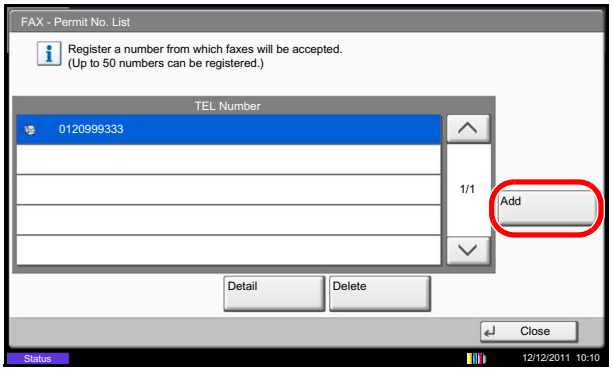
†. If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the recipient, sending is not rejected.
††. If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the sender, reception is not rejected.

	Prerequisites	Reception Rejection Requirements
Reception Rejection	• Register Reject FAX numbers.† (Refer to *Registering Reject FAX No. on page 6-24*.) • Reception restriction settings are specified in [Reject List] in Reception Restrictions. (Refer to *Setting Reception Restriction on page 6-28*.)	• The sender's Local FAX Number is not registered. • The sender's Local Fax Number matches a Reject FAX No. registered on the machine.

†. If there are no Reject FAX numbers registered, calls are only rejected from senders whose Local FAX Numbers (Indicates local FAX information entries, not the actual line numbers.) are not registered.

Registering Permit FAX No.

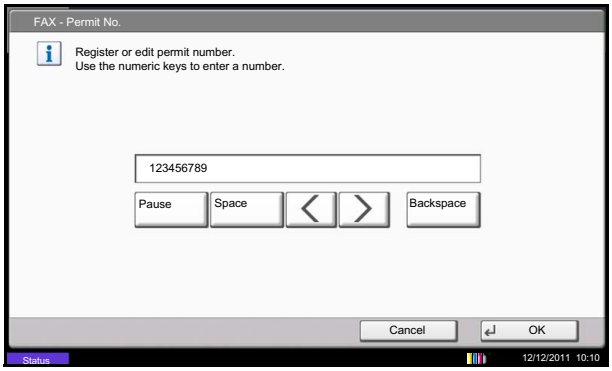
NOTE: Up to 50 Permit FAX numbers can be registered.



1 Press the **System Menu** key.

2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Permit No. List.*

3 Press [Add].



4 Use the numeric keys to enter Permit FAX No. Up to 20 digits can be entered.

NOTE: Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

5 Press [OK].

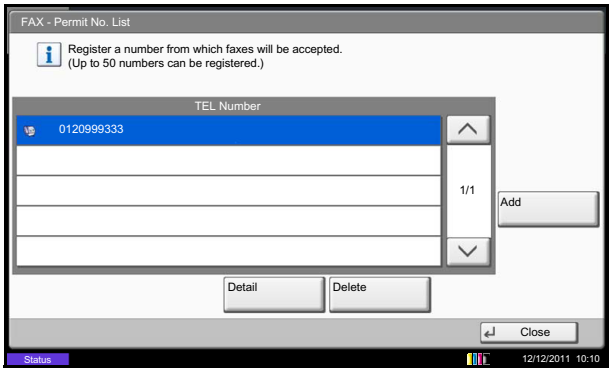
6 When registering other Permit FAX numbers, repeat steps 3 to 5.

7 Press [Close].

6

Changing and Deleting Permit FAX No.

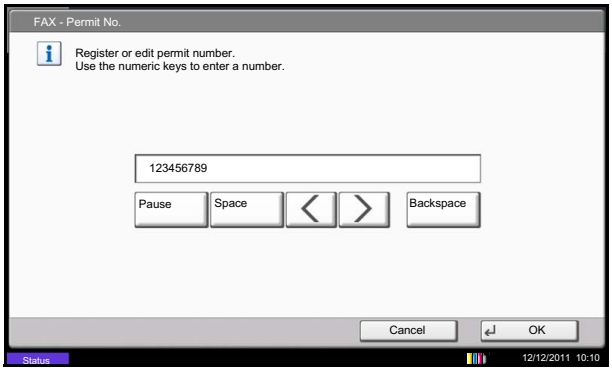
1 Follow steps 1 to 2 of *Registering Permit FAX No. on page 6-22*.



2 Select the Permit FAX No. to be changed or deleted.

To change Permit FAX No., go to step 3, and to delete Permit FAX No., go to step 6.

3 Press [Detail].



4 Use the numeric keys to reenter Permit FAX No. Up to 20 digits can be entered.

NOTE: Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.

6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].

7 To change or delete other Permit FAX numbers, repeat steps 2 to 6.

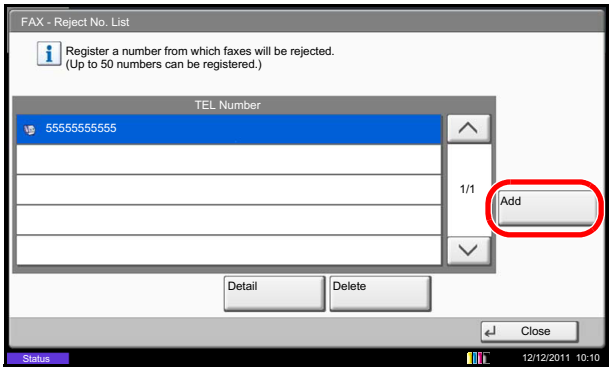
8 Press [Close].

Registering Reject FAX No.

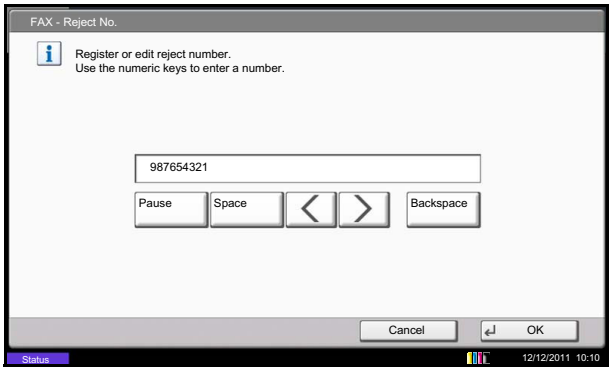
NOTE: Up to 50 Reject FAX numbers can be registered.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Reject No. List*.



3 Press [Add].



4 Use the numeric keys to enter Reject FAX No. Up to 20 digits can be entered.

NOTE: Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

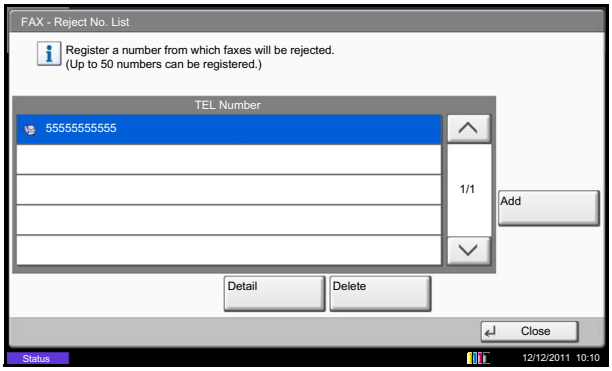
Pressing [Backspace] deletes the character to the left of the cursor.

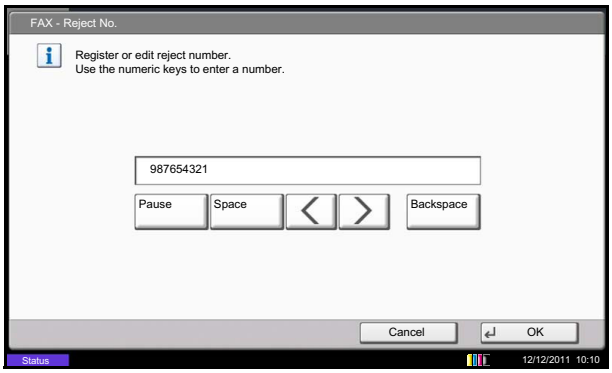
5 Press [OK].

6 To register other Reject FAX numbers, repeat steps 3 to 5.

7 Press [Close].

Changing and Deleting Reject FAX No.





1 Follow steps 1 to 2 of *Registering Reject FAX No. on page 6-24*.

2 Select the Reject FAX No. to be changed or deleted.

To change Reject FAX No., go to step 3, and to delete Reject FAX No., go to step 6.

3 Press [Detail].

4 Use the numeric keys to reenter Reject FAX No. Up to 20 digits can be entered.

NOTE: Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.

6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].

7 To change and delete other Reject FAX numbers, repeat steps 2 to 6.

8 Press [Close].

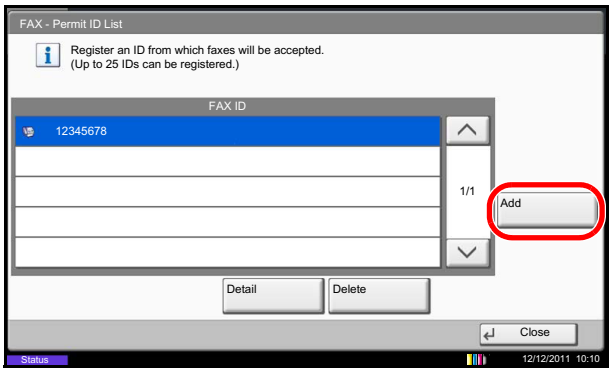
Registering Permit ID No.

NOTE: Up to 25 Permit ID numbers can be registered.

1 Press the **System Menu** key.

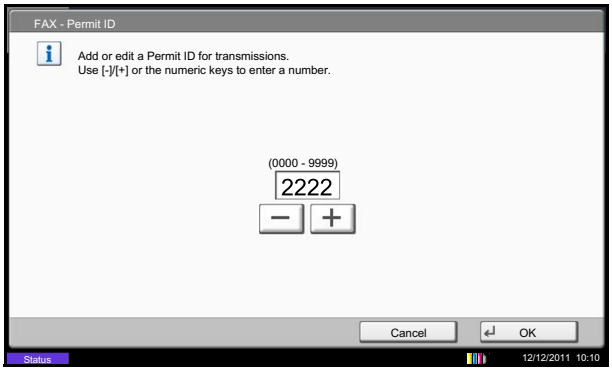
2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Permit ID List*.

3 Press [Add].



4 Use [+]/[-] or the numeric keys to enter Permit ID No. (0000 to 9999)

NOTE: Press the **Clear** key to display the previous number.

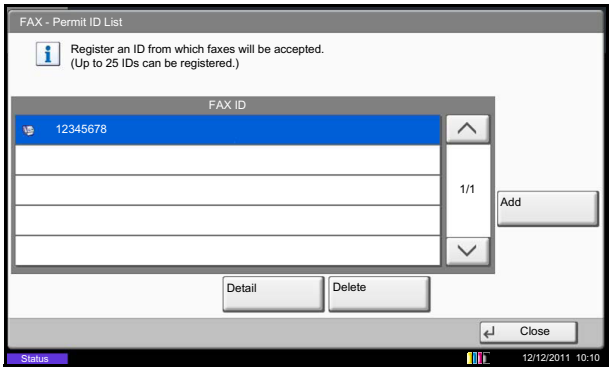


5 Press [OK].

6 To register other Permit ID numbers, repeat steps 3 to 5.

7 Press [Close].

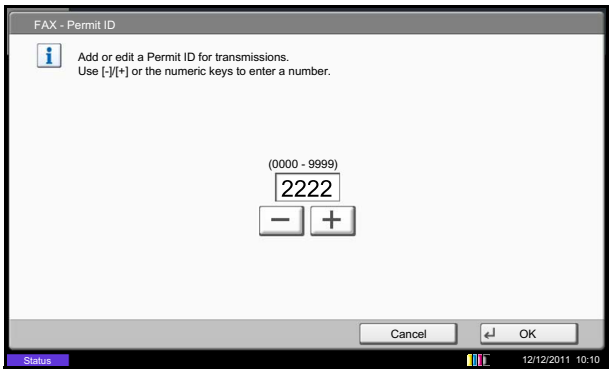
Changing and Deleting Permit ID No.



1 Follow steps 1 to 2 of *Registering Permit ID No. on page 6-26*.

2 Select the Permit ID No. to be changed or deleted.

To change Permit ID No., go to step 3, and to delete Permit ID No., go to step 6.



3 Press [Detail].

4 Use [+]/[-] or the numeric keys to reenter Permit ID No. (0000 to 9999)

NOTE: Press the **Clear** key to display the previous number.

5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.

6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].

7 To change and delete other Permit ID numbers, repeat step 2 to 6.

8 Press [Close].

Setting Send Restriction

Restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book. To change the sending restriction, follow the steps below.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *TX/RX Restriction*, and then [Change] of *TX Restriction*.

3 To not use the sending restriction, press [Off]. To restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book].

4 Press [OK].

Setting Reception Restriction

Restrict incoming faxes so that you only receive originals from senders registered in Permit FAX No. and Permit ID No. and senders registered in your Address Book. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. To change the reception restriction, follow the steps below.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *TX/RX Restriction*, and then [Change] of *RX Restriction*.

3 To not use the reception restriction, press [Off]. To restrict the other parties from which you receive originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book]. To block incoming faxes from senders registered in Reject FAX No., press [Reject List].

4 Press [OK].

Unknown Number Reception

Select whether to receive the fax of that the number is unknown when [Reject List] is set for Reception Restriction. To change the reception restriction for the unknown fax number, follow the steps below.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of TX/RX Restriction, and then [Change] of Unknown Number Reception.

3 To receive faxes from the unknown number, press [Permit]. To reject faxes from the unknown number, press [Reject].

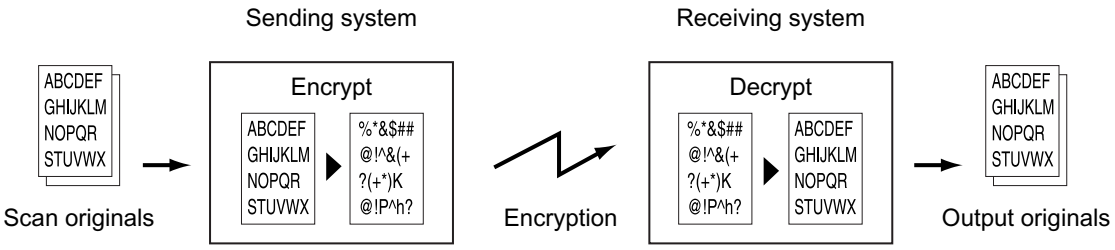
4 Press [OK].

Encryption

This method allows you to communicate with originals encrypted by the sending system. Therefore, even when a third party tries to view the originals in the middle of communication by some means, the third party is prevented from knowing the actual contents of the originals. The originals received are reverted to the originals as they were before transmission (decrypted) by the receiving system, and printed. This is an extremely effective communication method for sending confidential documents that are not to be opened by a third party.

IMPORTANT: In order to use encryption communication, the fax of the other party needs to be an our-brand system with the same type of encryption functions.

In encryption communication, in order to encrypt and decrypt originals, the sending and receiving systems must use the same 16-digit encryption key. When the encryption key differs between the sending system and the receiving system, the encryption cannot be conducted. Therefore, the sending system and the receiving system need to have the same encryption key and 2-digit key No. registered in advance.



Description of settings at sending and receiving systems

Settings	Sending system	Receiving system	Reference page
Encryption Key No.	(A) 2 digits	(B) 2 digits	*6-30*
Encryption Key	(C) 16 digits	(C) 16 digits	*6-30*
Key No. of Address Book (or when the number is directly dialed)	(A) 2 digits		*6-30*
Receiving system encryption box number †	(D) 4 digits		*6-31*
Encryption Box No. †		(D) 4 digits	-
Key No. in reception setting		(B) 2 digits	*6-33*

†. When the machine receives originals, the Encryption Box is not used.

NOTE: Set the same characters for the numbers indicated by the same letter in parentheses. For example, the same characters should be used as the encryption key (C) in both the sending and receiving systems.

Registering an Encryption Key

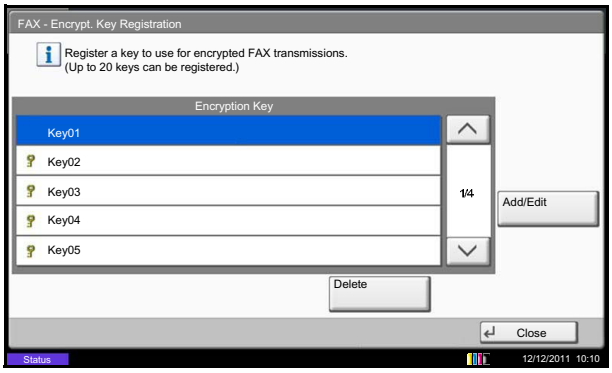
An encryption key is required when registering the Address Book used for encryption communication (the other party is directly entered using the numeric keys) in the sending system and when setting encryption in the receiving system.

For the creation of the encryption key, numbers from 0 to 9 and letters from A to F are arranged to form 16 numbers and/or letters arbitrarily.

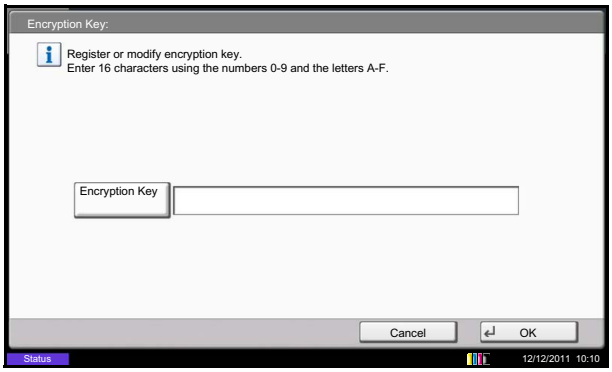
NOTE: Up to 20 encryption keys can be registered.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *TX/RX Common* and then [Add/Edit] of *Encrypt. Key Registration.*



3 Select the unregistered encryption key and press [Add/Edit].

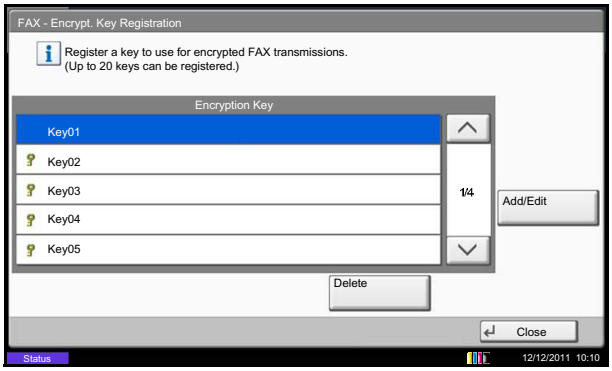


4 Press [Encryption Key].

5 Use the numbers (0 to 9) and the alphabet (A to F) on the touch panel to enter the encryption key (16 digits) and press [OK].

6 Press [OK]. To register other encryption keys, repeat steps 3 to 6.

Changing and Deleting Registration Contents of Encryption Key



1 Follow steps 1 to 2 of *Registering an Encryption Key on page 6-30*.

2 Select the encryption key to be changed or deleted. To change the registration contents, go to step 3, and to delete the registration contents, go to step 7.

3 Press [Add/Edit].

4 Press [Encryption Key].

5 Press [Backspace] to delete the encryption key last entered. Use the numbers (0 to 9) and the alphabet (A to F) on the touch panel, enter the encryption key (16 digits), and press [OK].

6 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 8.

7 Press [Delete]. When the deletion confirmation screen appears, press [Yes].

8 To change or delete other encryption keys, follow steps 2 to 7.

Operation at the Sending System

When sending originals by encrypted transmission, use the Address Book registered for encryption or set encrypted transmission when dialing directly using the numeric keys.

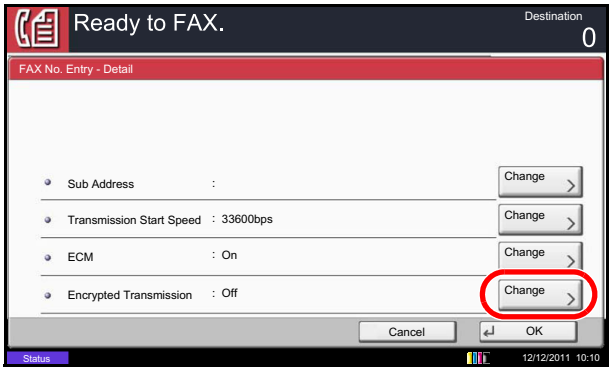
NOTE: Encrypted transmission can be also used in broadcast transmission.

With encryption communication, you cannot conduct sub address communication.

1 Register the encryption key you have arranged with the receiving system. (Refer to *Registering an Encryption Key on page 6-30*.) When an encryption key has already been registered, go to the next step.

2 Press the **FAX** key.

3 Place the originals.



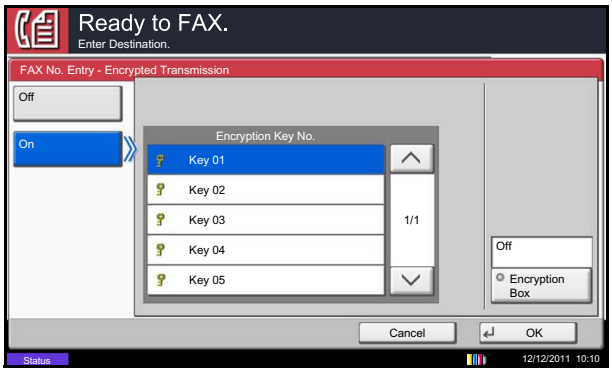
4 Press [FAX No. Entry].

5 Use the numeric keys to enter fax number of the other party.

For details, refer to *Direct Transmission on page 3-4*.

NOTE: When encrypted transmission has been set to a destination in the Address Book or One-touch keys, you can use the destination.

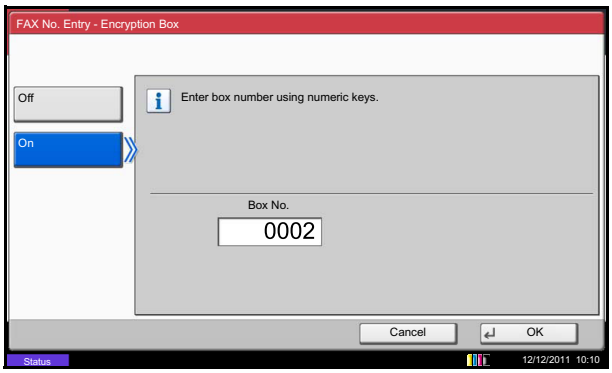
6 Press [Detail] and [Change] of *Encrypted Transmission.*



7 Press [On] and select the encryption key number.

8 Press [OK] and go to step 11. When the selection of an encryption box is required by the other party, press [Encryption Box] and go to the next step.

NOTE: When the machine receives originals, the encryption box is not used.



9 Press [On] and use the numeric keys to enter the encryption box number (4 digits), and press [OK].

10 Press [OK].

11 Press [OK].

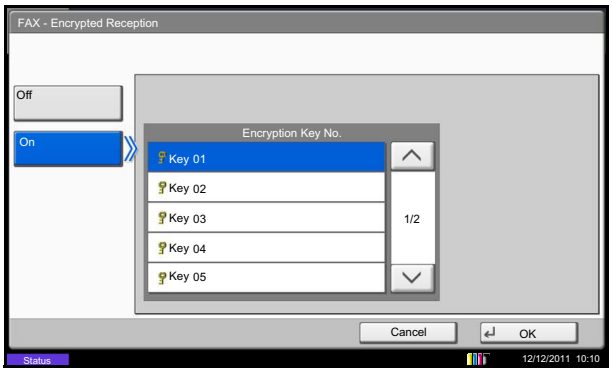
12 Press the **Start** key. The transmission will start.

NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Operation at the Receiving System

To conduct encryption communication operating the receiving system, follow the steps below.

NOTE: In encryption communication, sub address communication cannot be used.



1 Register the encryption key you have arranged with the sending system. (Refer to *Registering an Encryption Key on page 6-30*.)

2 Press the **System Menu** key.

3 Press [FAX], [Next] of *Reception* and [Change] of *Encrypted Reception*.

4 Press [On], select the encryption key number and press [OK].

5 The sending system conducts encrypted transmission. When encryption communication is conducted normally, the machine decrypts the encrypted originals received and prints the originals.

Reduced Reception

When the reception size is larger than the paper size, you can reduce the print size.

Item	Description
Off	Print the received data at 100% of the original size by dividing it into several sheets of paper.
On	Print the received data by reducing the original size according to the paper size.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Reception*, [Next] of *Basic*, and [Change] of *Reduced RX Size*.

3 Select [Off] or [On].

4 Press [OK].

Duplex Print Output

When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data.

1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Duplex Printing*.
3. Select either [Off] or [On].
4. Press [OK].

2 in 1 Reception

When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper.

NOTE: If you specify 2 in 1 reception and duplex printing at the same time, 2 in 1 reception is disabled.

1. Press the **System Menu** key.
2. Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *2 in 1 Printing*.
3. Select either [Off] or [On].
4. Press [OK].

Remote Diagnostics

If a problem arises with this machine and you contact our service representative, this feature enables our Service Center computer to access the machine over the phone and check the machine's status or look for problems.

NOTE: To use Remote Diagnostics, you must first sign an agreement with our service representative and register a Predetermined ID on the machine. For more information, contact your Service Representative or Authorized Service Center.

1. Press the **System Menu** key.
2. Press [FAX], [Next] of *TX/RX Common* and then [Change] of *FAX Remote Diagnostics*.
3. Select either [Off] or [On].

   If you selected [On], press [+] or [-] or use the numeric keys to enter the predetermined ID.
4. Press [OK].

Prohibiting FAX Printing at Specified Times (Unusable Time)

This feature sets a time period during which the machine will not print received faxes.

IMPORTANT: When Unusable Time is set, in addition to fax printing, all other printing operations are prohibited during the unusable time period, including printing of copy jobs and printer jobs, and printing from USB memory.
Faxes and print jobs received during the unusable time period are printed after the unusable time period ends, or when the unusable time period is temporarily canceled.

1 Press the **System Menu** key.

2 Press [⌄], and then [Date/Timer].

The user authentication screen is displayed. Enter a login user name and password, and press [Login].
The factory default settings for the login user name and password are both '2500'.

3 Press [⌄] and then [Change] of *Unusable Time*.

4 Press [On] and use [+] or [-] to enter the start time and end time.

NOTE: If the same time is set as the start time and end time, you cannot use all day.

5 Specify the code to temporarily cancel the unusable setting during unusable time.

Press [Unlock Code] and enter a four digits number.

NOTE: To use the machine temporarily during unusable time, enter the **Unlock Code** and press [Login].

6 Press [OK].

7 Press [OK].

Setting the Paper Output

Set the output tray for printing of receiving faxes.

1 Press the **System Menu** key.

2 Press [Common Settings], and then [Change] of *Paper Output*.

3 Press [Change] of *Fax Port1* or *Fax Port2*.

4 Select the Paper Output.

5 Press [OK].

7 Optional Equipment

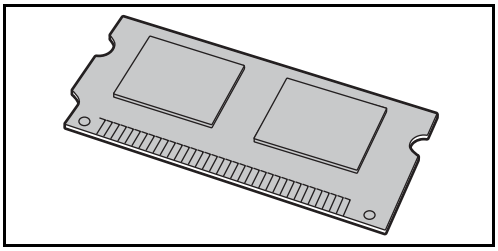
This chapter introduces the optional equipment available for the FAX kit.

- Internet FAX Kit (A) 7-2
- Expansion Memory 7-3
- Dual FAX 7-3

Internet FAX Kit (A)

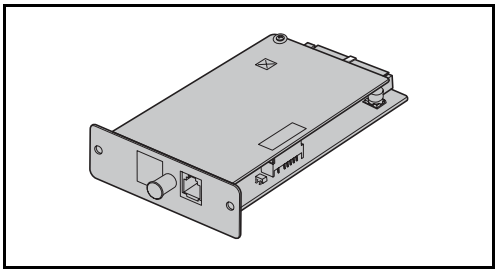
You can use Internet FAX on this machine. For details, refer to *Internet Faxing (i-FAX) (Option) on page 8-1*.

Expansion Memory



By installing the 128 MB expansion memory, you can increase the image memory size and increase the number of incoming (faxed) original pages that can be stored. Call a service representative for mounting or removal of the expansion memory.

Dual FAX



Installing 2 optional FAX Kits (Dual FAX option) allows you to use 2 phone lines. This reduces the time until faxes are sent to all the recipients in tasks such as sequential broadcast transmissions to multiple recipients. Also, because you can then send and receive simultaneously, there will be fewer occasions when you cannot receive a fax during fax transmission.

Dual FAX Settings

Refer to *Selection of Telephone Line (Inch version only) on page 6-2* and *Local FAX Information Entry on page 6-4* when specifying the settings for the second line.

Reception Port Selection

You can make one of the 2 phone lines a receive-only line.

1 Press the **System Menu** key.

2 Press [FAX], [Next] of *Reception* and then press [Next] of *FAX*. Press [Change] of *Reception Port*.

3 Select a receive-only port. If you do not want to set up a receive-only port, select [Off].

4 Press [OK].

Job Accounting Port Restrictions

If job accounting is enabled, you can restrict access so that departments can only use one port.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].

   The user authentication screen is displayed. Enter a login user name and password, and press [Login].
   The factory default settings for the login user name and password are both '2500'.
3. Press [Next] of *Job Accounting Setting*, [Register/Edit] of *Accounting List*, and then [Add].
4. Press [∨] and then [Change] of *FAX Port Restriction*.
5. Select [Off], [Use Port 1 Only], or [Use Port 2 Only].
6. Press [OK].

   For detailed information on restrictions and job accounting, refer to the machine's *Operation Guide*.

8 Internet Faxing (i-FAX) (Option)

This chapter explains how to use the Internet faxing (i-FAX) using the Internet FAX Kit(A).

- What is i-FAX? 8-2
- i-FAX Settings 8-4
- i-FAX Transmission 8-8
- i-FAX Reception 8-13

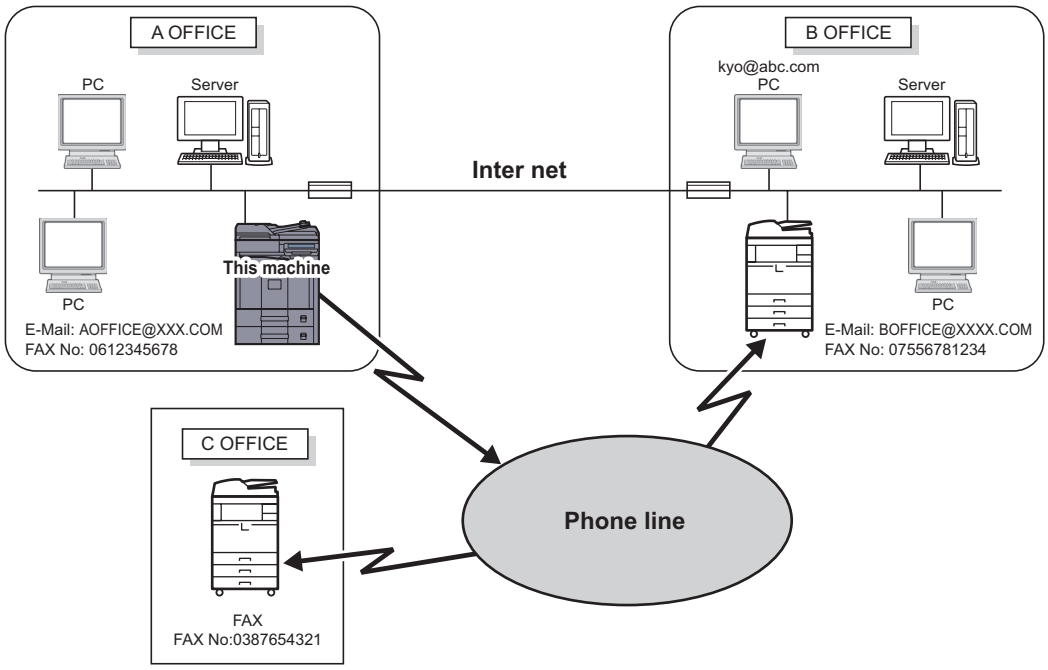
What is i-FAX?

The i-FAX function sends and receives faxes via the Internet without using a phone line.

The main features of i-FAX are:

- It reduces communication costs since it does not use a phone line.
- Address books (on this machine or on a computer) can be used to specify destinations.
- Faxes can be sent to multiple recipients simultaneously.
- Memory forwarding (refer to page *4-19*) can be used to forward faxes received by this machine to multiple recipients as Internet faxes.
- E-mail notification of transmission results

Example of sending i-FAX from A OFFICE to B OFFICE



i-FAX Transmission Flowchart

The procedure for sending an i-FAX is shown below.

Scan the original on this machine.

▼

Send the fax to the recipient's E-mail address.

▼

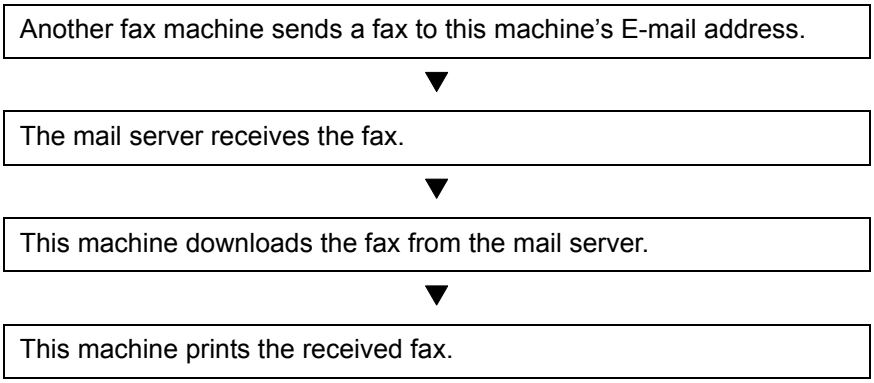
The mail server receives the fax.

▼

The recipient's fax machines download the fax from the mail server.

i-FAX Reception Flowchart

The procedure for receiving an i-FAX is shown below.


Another fax machine sends a fax to this machine's E-mail address.
The mail server receives the fax.
This machine downloads the fax from the mail server.
This machine prints the received fax.

Notes on Using i-FAX

- To use i-FAX, you must connect this machine to a computer using a network cable and specify the network settings. Refer to *i-FAX Settings on page 8-4* for details.
- If you cannot successfully send an i-FAX to the recipient, you normally receive an E-mail error message from the server. However, in some cases problems can arise such that you do not receive the error message. For important faxes, you should contact the recipient to check whether the fax was successfully received.
- Due to the low level of security in Internet communication, important documents should be faxed over a direct telephone line.
- Communication over the Internet may take some time due to network congestion or communication faults. Urgent faxes should be sent over a direct telephone line.
- Because Internet faxing sends the faxed originals as files attached to an E-mail message, you cannot communicate directly with the recipient.
- You cannot have a telephone conversation via the Internet.
- The resolution, compression mode and paper sizes that you can use for transmissions are dependent on the performance of the receiving machine. Check the specifications of the receiving machine before sending the fax. If you do not know the specifications of the receiving machine, the recommended transmission settings are a resolution of 200 × 200 dpi, the MH compression mode and a paper size of A4.

Functions not available when sending an i-FAX

The following functions are not available when sending an i-FAX. They are available when sending a normal fax.

- Delayed transmission
- Direct transmission
- Polling transmission
- Transmission using ECM communication
- Encrypted transmission
- Sub address transmission
- Send restriction by registering permitted FAX numbers
- Send restriction by registering permitted ID numbers

Functions not available when receiving an i-FAX

The following functions are not available when receiving an i-FAX. They are available when sending a normal fax.

- Reception using a sub address
- Polling reception
- Encrypted reception
- Reception restriction by registering permitted FAX numbers
- Reception restriction by registering permitted ID numbers
- Reception rejection by registering reject FAX numbers
- Reduced reception

Full Mode

This machine supports full-mode Internet faxing that conforms to the ITU-T T.37 recommendations. If the other party's machine also supports full mode, you can use transmission confirmation when you send a fax to check that it successfully reached the recipient's machine.

When this machine receives an i-FAX

The machine sends reception capacity information in response to a transmission confirmation request from the sender. Information on the resolutions, compression modes and paper sizes supported by this machine is sent to the sender.

When this machine sends an i-FAX

The machine sends a transmission confirmation to recipients who selected full mode. Transmission confirmation results sent back by recipients are included in the sent fax report.

For more information on sent fax reports, refer to *Activity Report on page 5-8*.

For more information on setting the conditions for destination machines, refer to *Contact Registration (i-FAX) on page 2-8* or *i-FAX Transmission on page 8-8*.

i-FAX Settings

To send and receive Internet faxes, you must first specify the SMTP server and POP3 server settings.

Specify these settings using Embedded Web Server RX on a computer that is connected to this machine via a network.

Refer to the machine's *Operation Guide* for information on the network settings.

Accessing Embedded Web Server RX

1. Open the web browser.
2. In the Address or Location bar, enter the machine's IP address as the URL, e.g. http://192.168.48.21/. The web page displays basic information about the machine and Embedded Web Server RX as well as the current status of the machine.

3 Enter the user name and password of the administrator, and click Login.

Setting Administrator User Name, and Password restricts general users' access to pages other than the Start page. For security purposes, setting the Administrator password is highly recommended. The default Administrator password is factory-set as 'Admin'.

4 Click 'Setting' from the navigation bar on the left to view and set values for that particular category.

5 Click 'FAX / i-FAX' tab.

The Transmit Settings dialog box will appear.

For details, refer to the *Embedded Web Server RX User Guide*.

i-FAX Default Settings

FAX / i-FAX > i-FAX > Defaults

Use this page to enable the internet faxing.

The settings available on the i-FAX Defaults page are shown below.

Item	Description
i-FAX†	Enables or disables i-FAX. Set to **On** to enable.

i-FAX SMTP Settings

FAX/i-FAX > i-FAX > SMTP

Use this page to specify the settings for the SMTP server used for Internet faxing.

The settings available on the i-FAX SMTP page are shown below.

Item	Description
SMTP Port Number	Set the port number used by SMTP. Normally, 25 is used.
SMTP Server Name†	Enter the SMTP server name or SMTP server IP address. You can enter up to 64 characters. If you enter the server name, you must specify the IP address of the DNS server. You can enter the DNS server IP address in the TCP/IP settings screen. Refer to the machine's *Operation Guide* for details.
SMTP Server Timeout	Enter the timeout period in seconds.
Authentication Protocol	Specify whether SMTP authentication will be used or whether POP before SMTP will be used. This SMTP authentication is compatible with Microsoft Exchange 2000.
Authenticate as	Specify the i-FAX user POP3 account or specify another account and the user who will provide authentication.
Login User Name	If you selected **Other** in the user setting, enter the user name used for authentication. You can enter up to 64 characters.
Login Password	If you selected **Other** in the user setting, enter the login user password used for authentication. You can enter up to 64 characters.
POP before SMTP Timeout	If you selected **POP before SMTP** in the authentication setting, specify the timeout period in seconds.
Test	Runs a test to determine whether the settings specified in this page are correct.
E-mail Size Limit	Enter the maximum size for E-mails that can be sent in kilobytes. You can set up to 32,767 kilobytes. Entering 0 does not limit the maximum size.
Sender Address†	Displays the address registered as the E-mail address in the i-FAX POP3 settings.
Signature	Displays a text format signature that is inserted at the end of each E-mail message. To change the signature, go to **Advanced > E-mail > SMTP > General** and edit the signature.

After completing the settings, click **Submit** to save the settings.

† This item is required.

i-FAX POP3 Settings

FAX/i-FAX > i-FAX > POP3

Use this page to specify the settings for the POP3 server used for Internet faxing.

The settings available on the i-FAX POP3 page are shown below.

Item	Description
Check Interval	Displays the interval for connecting to the POP3 server to check for incoming E-mail.
Run once now	Click **Receive** to immediately connect to the POP3 server and check for incoming E-mail.
E-mail Address†	Enter the i-FAX address (E-mail address). You can enter up to 64 characters.
POP3 Server Name†	Enter the POP3 server name or POP3 server IP address. You can enter up to 64 characters. If you enter the server name, you must specify the IP address of the DNS server. You can enter the DNS server IP address in the TCP/IP settings screen. Refer to the machine's *Operation Guide* for details.
POP3 Port Number	Sets the port number used by POP3. Normally, 110 is used.
POP3 Server Timeout	Enter the timeout period in seconds.
Login User Name†	Enter the login name for the user account. You can enter up to 64 characters.
Login Password†	Enter the password for the user account. You can enter up to 64 characters.
Use APOP	Specify whether to use APOP authentication. To use APOP authentication, select **On** in this setting.
Test	Runs a test to determine whether the settings specified in this page are correct.
E-mail Size Limit	Enter the maximum size for E-mails that can be received in kilobytes. You can set up to 32,767 kilobytes. If 0 is entered, the setting does not limit the maximum size.
Cover Page	Specify whether the E-mail messages are also printed. Select **On** to print faxes with a cover page attached. If the E-mail message includes text, the text is printed on the cover page.

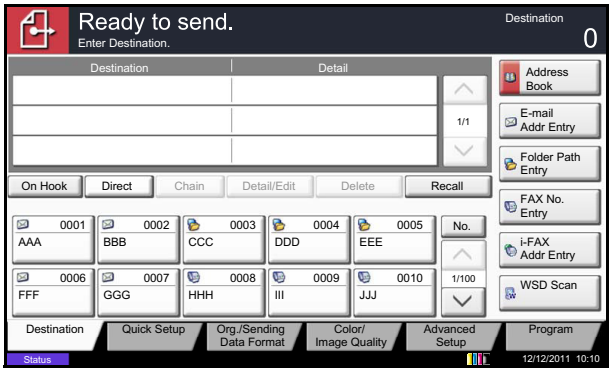
After completing the settings, click **Submit** to save the settings.

† This item is required.

i-FAX Transmission

This section explains how to send an i-FAX by directly entering the recipient's E-mail address.

Switching to the Send Screen

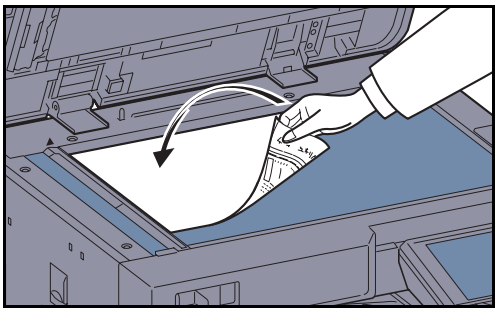


Check that the basic send screen is displayed.

If the basic send screen is not displayed, press the **Send** key. The screen for sending appears.

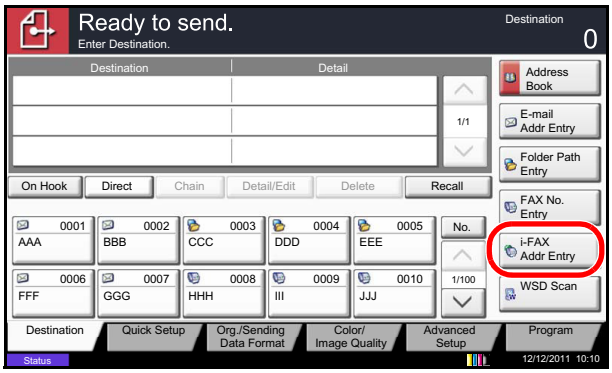
NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the basic screen for sending.

Placing Originals

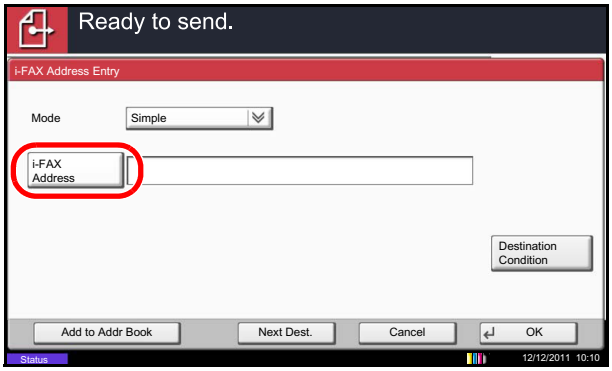


Place the originals on the glass surface or in the document processor. Refer to the machine's *Operation Guide* for placing originals.

Specifying the Destination



1 Press [i-FAX Addr Entry].



2 Press [i-FAX Address].

3 Enter the destination address. You can enter up to 128 characters.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

For details on character entry, refer to *Character Entry Method on page 2 of the Appendix*.

When [Add to Addr Book] is displayed, you can register entered contents to the Address Book.

Dialing methods without using the numeric keys

- Using the Address Book (*Refer to page 3-16*.)
- Using One-touch keys (*Refer to page 3-21*.)
- Using the Speed Dial key (*Refer to page 3-22*.)
- Manual Redial (recall) (*Refer to page 3-23*.)

NOTE: In addition to an i-fax, you can include FAX transmission, e-mail transmission and folder (SMB/FTP) transmission to send as one job. For details, refer to the machine's *Operation Guide*.

When the destination includes FAX or i-FAX, the FAX or i-FAX jobs are printed in monochrome and the other sending jobs are printed as the same color as the scanned originals.

Detailed Settings

In Detailed settings, Transmission mode allows to respond to receipts on FAX arrival. Destination Condition ensures to synchronize Resolution, Compression, and Paper size settings with the destination.

Selecting the Transmission Mode

Transmission mode allows to respond to requests for read receipts on FAX arrival. To respond to receipt requests, select *Full* in the *Mode* pull-down menu.

Specifying the Destinations Conditions

1 Press [Destination Condition].

2 Specify the destination conditions and press [OK].

Item	Description
Resolution	Specify the resolutions that can be received by the destination fax machine. If you try to send an i-FAX using a prohibited resolution, it is automatically changed to a permitted resolution and then sent. • 200 × 100 dpi: Permitted (fixed) • 200 × 200 dpi: Permitted (fixed) • 200 × 400 dpi: Permitted or prohibited • 400 × 400 dpi: Permitted or prohibited • 600 × 600 dpi: Permitted or prohibited To permit a resolution setting, press the key for that resolution so that it is highlighted. To prohibit a resolution, press the key again so that it is no longer highlighted.
Compression	Select a suitable file format for the destination fax machine. MH, MR, MMR or JBIG
Paper Size	Specify the suitable document size options for the destination fax machine. If you try to send an i-FAX using a prohibited paper size, it is automatically changed to a permitted paper size and then sent. • A4/Letter: Permitted (fixed) • B4: Permitted or prohibited • A3/Ledger: Permitted or prohibited To permit a document size setting, press the key for that size so that it is highlighted. To prohibit a setting, press the key again so that it is no longer highlighted.

3 Press [OK].

Selecting the Resolution

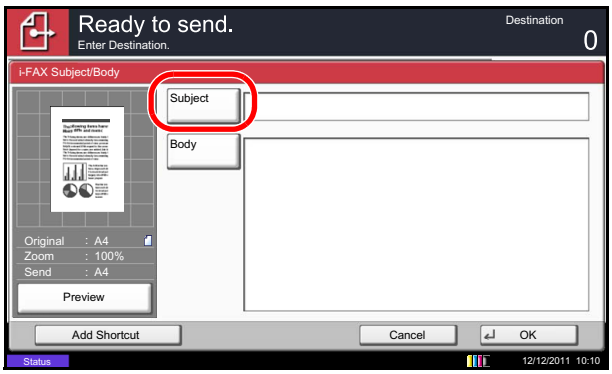
Select the resolution suitable for sending originals. If you selected a resolution that is prohibited by the destination conditions, the fax is automatically sent using a lower (permitted) resolution. For information on how to select the resolution, refer to *Selecting the Resolution on page 3-9*.

Selecting the Density

Adjust the density when scanning originals. For information on how to select the density, refer to *Selecting the Density on page 3-8*.

Entering the Subject and Body

When sending an Internet FAX (i-FAX), enter the subject and body of the i-FAX.



1 Press [Advanced Setup] and then [i-FAX Subject/Body].

2 Press [Subject].

3 Enter the subject, and press [OK]. Up to 60 characters can be entered for the subject.

4 Press [Body].

5 Enter the body and press [OK]. Up to 500 characters can be entered for the body.

6 Press [OK].

NOTE: To have a [Subject] and [Body] be printed by the receiving machine, the receiving machine's cover page setting must be ON.

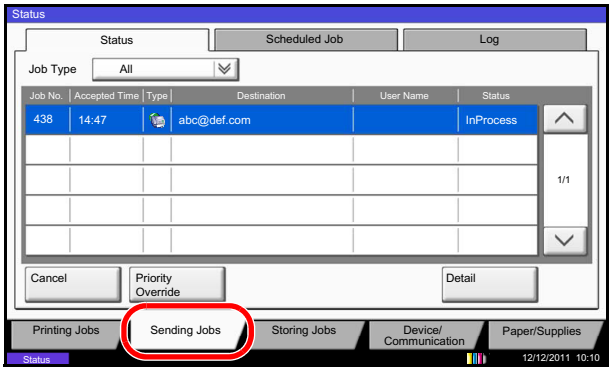
Send Start

Press the **Start** key. Transmission begins.

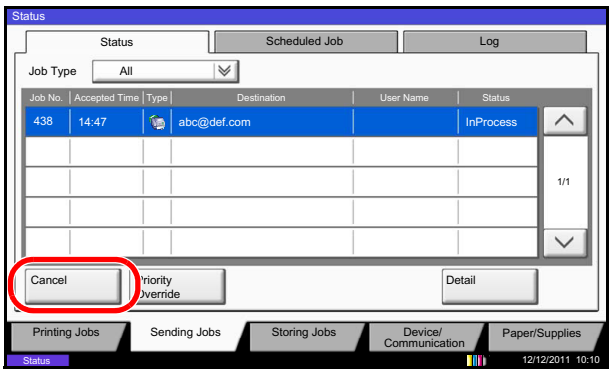
NOTE: When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 5-12*.

Checking the Send Status

1 Press the **Status/Job Cancel** key.



2 Press [Sending Jobs].
The list of accepted time, destination, and status are displayed for each job.



To cancel the Transmission, on the *Sending Jobs* screen above, select the job, and press [Cancel].

When the cancel confirmation screen appears, press [Yes].

NOTE: Pressing the **Stop** key on the operation panel while originals are being scanned cancels the transmission.

i-FAX Reception

At set intervals, this machine connects to the mail server and automatically downloads and prints any Internet faxes found on the server. No particular user intervention is needed when the machine receives an i-FAX.

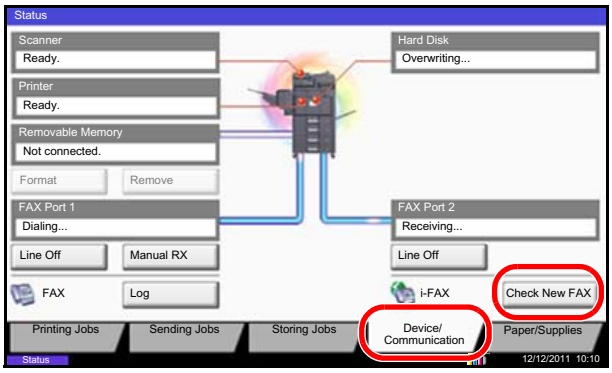
You can change the following reception settings:

- i-FAX address registration
- Incoming E-mail check interval setting
- Cover page (E-mail information) printing

For details, refer to *i-FAX POP3 Settings on page 8-7*.

Manual i-FAX Reception

Use this procedure to check for faxes immediately.



1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication].

3 Press [Check New FAX] of *i-FAX*.

The machine connects to the mail server and starts downloading any Internet faxes it finds.

8

9 About Network FAX

This chapter explains how to use Network FAX.

Please also read the *Network FAX Driver Operation Guide* (Online Manual) contained in the included DVD, which describes how to operate your PC to send a fax using Network FAX and make various settings.

- What is Network FAX? 9-2
- Setup 9-4

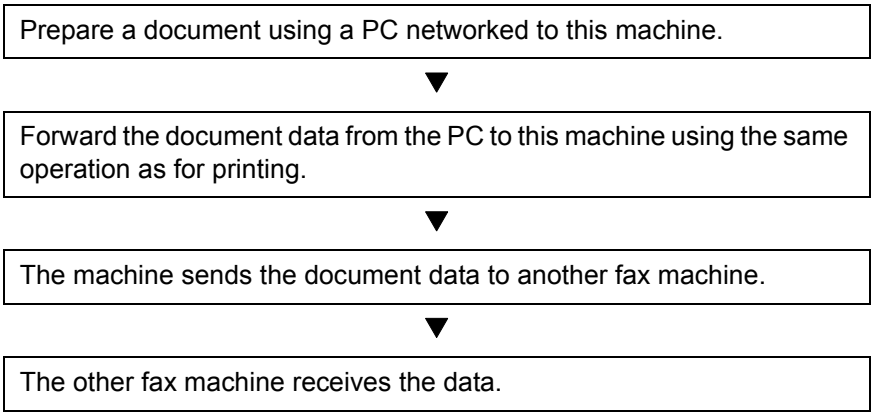
What is Network FAX?

The Network FAX function enables any PC, which is networked to the machine, to perform sending and receiving of faxes. Its primary features include the following.

- PC-prepared document can be sent and received by fax without being printed out.
- An Address Book (in the machine/PC) can be used to specify a desired destination.
- Addition of a cover page.
- Transmission and printing can be done simultaneously.
- E-mail reporting of the transmission result.
- Sub address transmission is available.
- Supports i-FAX transmission.
- Operation is as simple as printing.

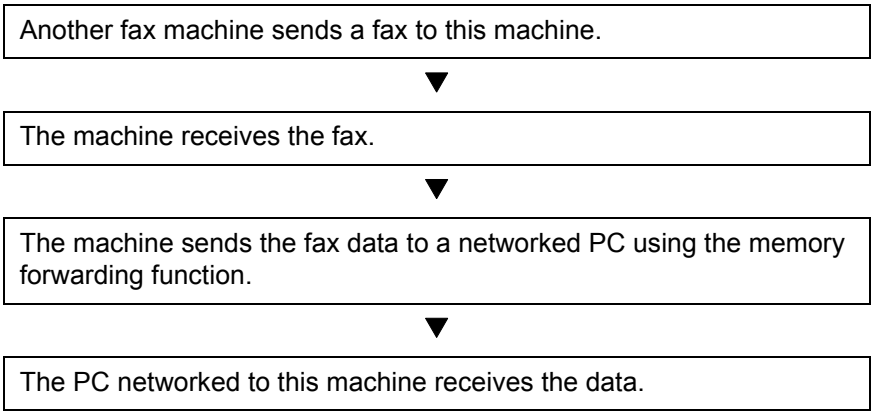
Flow of Network FAX Sending

Network FAX sending is performed in the following sequence.


Prepare a document using a PC networked to this machine.
Forward the document data from the PC to this machine using the same operation as for printing.
The machine sends the document data to another fax machine.
The other fax machine receives the data.

Flow of Network FAX Receiving

Network FAX receiving is performed in the following sequence.


Another fax machine sends a fax to this machine.
The machine receives the fax.
The machine sends the fax data to a networked PC using the memory forwarding function.
The PC networked to this machine receives the data.

NOTE: The memory forwarding function allows not only reception by the networked PC, but also forwarding of the received fax by e-mail, forwarding to another fax machine, or storing in the FAX Box.

Setup

The following preparation is needed before using Network FAX.

Flow of Setup

Connection to a PC

Connect the machine to a PC using the network cable. For details, refer to the machine's *Operation Guide*.

Machine Registration

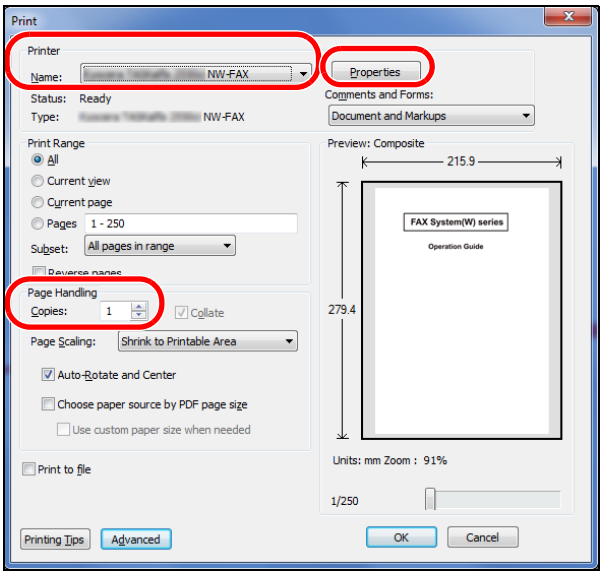
Using the memory transmission function, select the recipient PC or file format.

NOTE: Use the memory transmission function to forward the received fax to the PC or forward it as an e-mail attachment. For details, refer to *Printing/Sending Received Faxes by Requirements (Memory Forwarding) on page 4-19*.

Installing Software on the PC

Install the dedicated software (included in the supplied DVD) on your PC required to use Network FAX. For details, refer to the *Network FAX Driver Operation Guide* (Online Manual) contained in the included DVD.

Basic Transmission



1 Create the document to be sent.

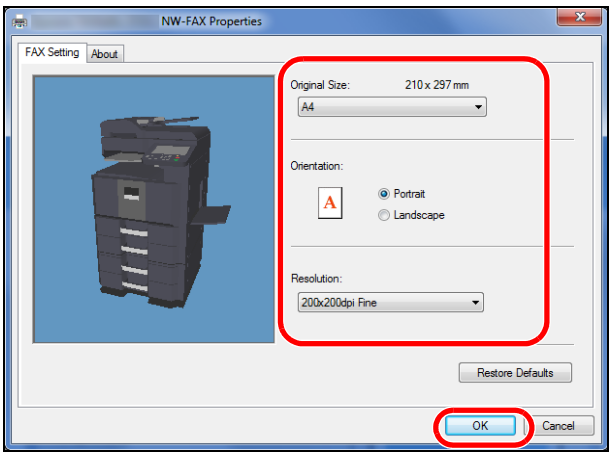
1. Use an application on your computer to create the document to be sent.
2. Set the original size and orientation.
3. Select [Print] from the File menu. The Print dialog box for the application that you are using will appear.

2 Select settings in the Print dialog box.

1. Select the product name of the machine (XXX XXX XXX NW-FAX) to be used in the printer name list.
2. Set the print range and other settings.

NOTE: Make sure that the number of copies is set to 1. The following screen is an example. The actual dialog box will vary depending on the application that you are using.

3. Click [Properties] to open the Properties window.



3 Select settings on the FAX Setting tab.

1. Specify fax settings such as the original size on the FAX Setting tab, and click [OK].
2. You will return to the Print dialog box for the application. Click [OK]. The Transmit Settings dialog box will appear.

4 Select settings in the Transmit Settings dialog box.

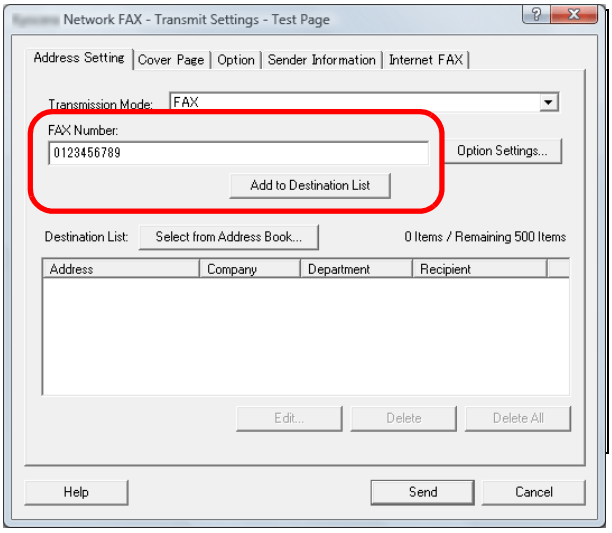
You can specify settings such as a transmission time or a sub-address in the Transmit Settings dialog box.

NOTE: For details on the settings, refer to *Network FAX Driver Operation Guide*.

5 Specify a cover page.

To include a cover page, select settings on the [Cover Page] tab.

NOTE: For details on the settings, refer to *Network FAX Driver Operation Guide*.



6 Set the destination.

1. Use the keyboard to enter the destination fax number in the [Address Setting] tab.
2. Click [Add to Destination List]. The destination information will appear in the address list. To send to multiple destinations, repeat this operation.
3. To use the Address Book, click [Select from Address Book] and select the destination.

NOTE: For the procedures for using and registering destinations in the Address Book, refer to *Network FAX Driver Operation Guide*.

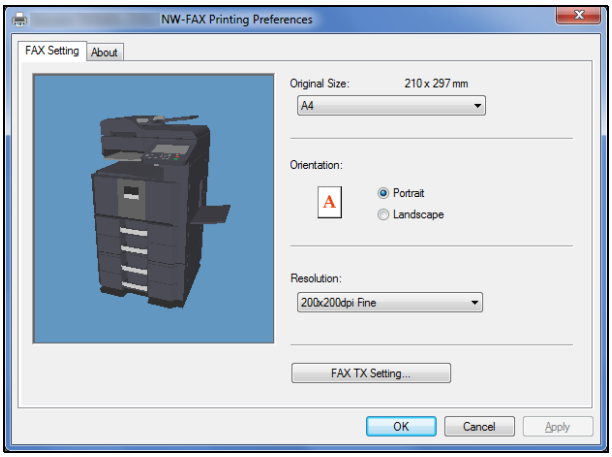
7 Click [Send]. Transmission will begin.

FAX Setting Tab

Use the FAX Setting tab of the print settings screen to set the original size and other transmission conditions.

1 Display the screen.

1. From the start button, click [Control Panel], [Hardware and Sound], and [Devices and Printers].
2. Right-click the product name of the machine you are using and select [Printing preferences] from the drop-down menu. The Printing Preferences screen will open.



2 Select settings.

The following settings can be specified.

Item	Description
Original Size	Select the size of the document being transmitted from the dropdown list. Available settings: Letter, Legal, Ledger (11 x 17), Statement, A3, A4, A5, Folio, B4 and B5(JIS)
Orientation	Specify whether the orientation of the document is portrait or landscape. Available settings: Portrait, Landscape
Resolution	Select the resolution of the document to be transmitted from the drop-down list. Available settings: Normal, Fine, Ultra fine
FAX TX Setting	Click [FAX TX Setting] to change the default settings for fax transmission. The Default Settings dialog box will appear.

NOTE: For detailed information on the settings, refer to *Network FAX Driver Operation Guide*.

Network FAX Driver Operation Guide (Online Manual)

The *Network FAX Driver Operation Guide* (Online Manual) is contained in the included DVD in PDF (Portable Document Format). The main contents include the following.

- Installing Network FAX Driver
- Performing Network FAX Sending
- Specifying the Network FAX Transmission Settings
- Specifying the Cover Letter Settings

Opening the Online Manual

Follow the steps below to refer to the online manual.

1. Insert the DVD supplied with the machine into the DVD drive. An explanation of the licensing agreement is displayed. If you agree to the terms of the agreement, click **Accept**. The main menu screen then appears.
2. Click **Software Documentation**, and then **Network FAX Driver**. The online manual appears.

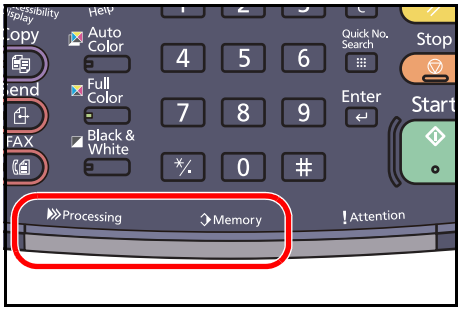
NOTE: Adobe Acrobat Reader 8.0 or later needs to be installed to view the online manual.

10 Troubleshooting

This chapter explains how to deal with problems.

- Indicators During Sending/Receiving Operation 10-2
- Precautions When Turning Power OFF 10-3
- Error Messages 10-4
- Troubleshooting 10-6

Indicators During Sending/Receiving Operation



The **Processing** and **Memory** indicators show the fax transmission status.

- The **Processing** indicator blinks when the machine is sending or receiving a fax.
- The **Memory** indicator blinks when source data is being stored in memory for memory transmission.
- The **Memory** indicator is lit when there is source data stored in the memory for delayed transmission.

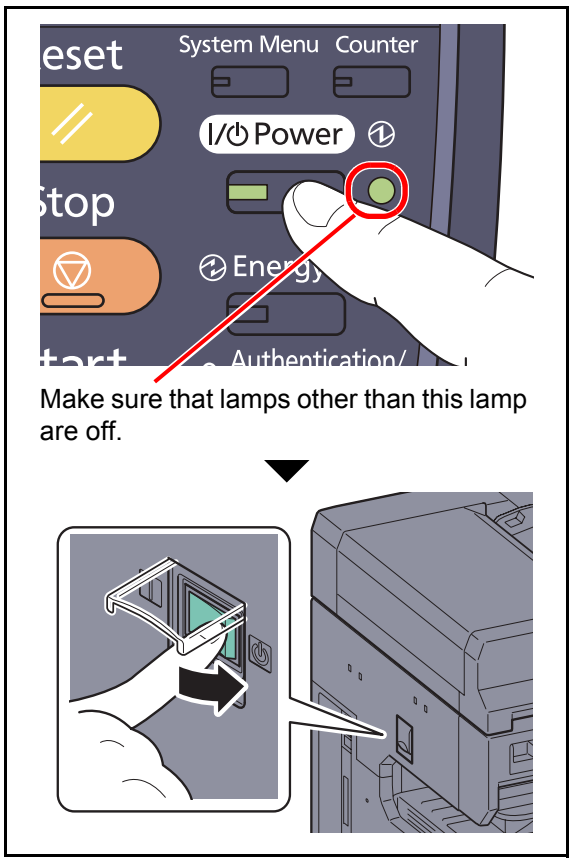
* The machine may differ from the above illustration depending on the type of your machine.

Precautions When Turning Power OFF

To receive faxes with the power turned off, press the **Power** key on the operation panel. You cannot receive a fax when the main power switch is turned off.

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **Power** key, the processing indicator and the memory indicator are off before turning off the main power switch.

CAUTION: The hard disk may be operating when the **Power** key, the Processing indicator or Memory indicator is lit or blinking. Turning off the main power switch while the hard disk is operating may cause damage.



* The machine may differ from the above illustration depending on the type of your machine.

Error Messages

When an error occurs, the display may show one of the error messages listed below. These will help you identify and correct the problem.

NOTE: When a transmission error occurs, a sent/receipt result report is produced. Check the error code shown in the report and refer to the *Error Code List on page 16 of the Appendix* for a description. To print the sent/receipt result report, refer to *Send Result Reports on page 5-7* and *FAX RX Result Reports on page 5-8*.

You may also check error codes using the activity report. (Refer to *Activity Report on page 5-8*.)

Message	Checkpoint	Corrective Action	Reference Page
Machine failure.	–	Turn the main power switch off and on, or unplug the power cord and plug it in again. If the message still appears, note the error code. Turn the main power switch off and unplug the power cord. Call your service representative.	–
FAX box limit exceeded.	–	FAX Box capacity is used up with document data. Press [End]. The job is canceled. Try to perform the job again after printing or deleting the data in the FAX Box.	*4-39*
Job Accounting restriction exceeded.	–	The number of paper used has exceeded the limit preset by Job Accounting. No further operation is possible. Press [End]. The job is canceled. Try to perform the job again after resetting the limit for paper use.	Refer to the machine's *Operation Guide*.
Cannot process this job.	–	Fax transmission is prohibited by Job Accounting. No further operation is possible. Press [End]. The job is canceled. Check the setting for Job Accounting.	Refer to the machine's *Operation Guide*.
The phone receiver is off the hook.	Is the phone (commercially available) connected to the machine off the hook?	Hang up the handset.	–

Message	Checkpoint	Corrective Action	Reference Page
Scheduled sending jobs exceeded.	–	The number of jobs has exceeded the limit set for delayed transmission. Press [End]. The job is canceled. Wait until the delayed transmission is executed, or cancel the delayed transmission and then perform the job again.	*4-3*
Add paper in cassette 1 (*~4*). or *Add paper in Multi Purpose tray.*	Is the indicated cassette or MP tray out of paper?	Add paper of the same size as indicated. When the type of printing paper is specified, the necessary paper types are also displayed. To use another paper source, select the paper source and press [Continue]. Press [MP Tray Setting] to change the paper size/type of the MP tray.	–
	Is the type of printing paper specified?	The cassette for the specified paper type is not available. Select other paper source and press [Continue]. Press [MP Tray Setting] to change paper size/type of the MP tray.	–
	Is the cassette securely loaded?	Remove the cassette and reload it completely.	–

Troubleshooting

When a problem occurs, first check the following. If the problem persists, contact your dealer or service representative.

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot send document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	–
	Is *Send error* displayed?	Remedy the cause of error and send again.	*Appendix-16*
	Is TX (transmission) restriction activated?	Cancel the TX restriction.	*6-21*
Cannot perform encrypted communication.	Are the registrations correct both at sender and recipient?	Double-check the registrations both at sender and recipient.	*6-29*
Cannot use the remote switching function.	Is a pulse line used?	Some phones may transmit tone signals using buttons. Refer to the operation manual of your phone set.	–
	Is the remote switching number correct?	Check the registration. (Default: 55)	*4-17*
	Did you press the remote switching number too quickly?	Press the remote switching number twice slowly.	–
No print output after reception.	Is memory forwarding activated?	Check the forwarding destination.	–
Cannot receive document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	–
	Is *Communication error* displayed?	Remedy the cause of error and ask the sender to retry.	*Appendix-16*
	Is RX (reception) restriction activated?	Cancel the RX restriction.	*6-28*
Cannot receive 2 in 1 reception.	Are 2 in 1 reception and duplex reception both set?	Cancel the duplex printing.	*6-35*
Cannot perform memory reception.	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	*3-12*

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot perform sub address transmission.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	–
	Is the entered sub address or sub address password identical to the sub address or sub address password registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	*4-46*
	Is free space available in the memory of the recipient fax machine?	Check with the recipient.	–
Cannot perform memory forwarding.	Is memory forwarding set to [On]?	Check the memory forwarding setting.	*4-19*
Cannot perform memory forwarding using a sub address.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	–
	Is the entered sub address identical to the sub address registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	*4-19*
Cannot store memory forwarding data in a FAX Box.	Is the FAX Box specified correctly?	Check the memory forwarding setting.	*4-19*
	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	*4-39*
Cannot output from a FAX Box.	Is the box password been set?	Enter the correct box password.	*4-39*
Cannot use polling reception.	Is polling transmission being used correctly on the sending machine?	Check with the recipient.	–
Cannot use sub address relay broadcast communication.	Is free space available in the memory?	Free up some space in memory and then send, or simply make some free space in memory.	–

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot use sub address bulletin board communication.	Does the other party's fax machine have the same sort of sub address bulletin board communication function?	If the other party's fax machine does not have the same sort of sub address bulletin board communication function, it cannot receive faxes via a sub address bulletin board. Check with the recipient.	–
	Is the entered sub address or sub address password correct?	If your entry is correct, check with the recipient.	–

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- Menu List Appendix-6
- Received FAX Sizes and Paper Priority (Inch Model) Appendix-10
- Received FAX Sizes and Paper Priority (Metric Model) Appendix-13
- Error Code List Appendix-16

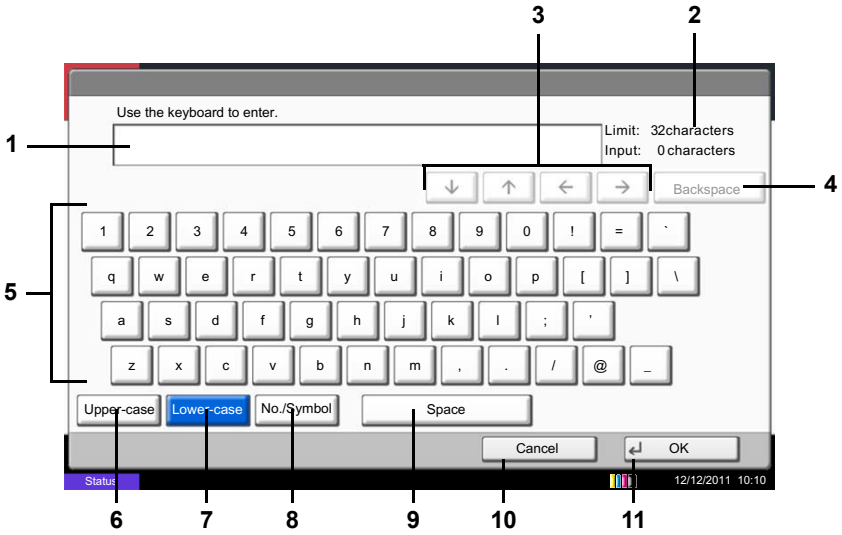
Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE: QWERTY, QWERTZ and AZERTY are keyboard layouts the same as a PC keyboard are available. If necessary, change the layout. For information on how to change layouts, refer to the machine's *Operation Guide*. QWERTY layout is used here as an example. You may use another layout following the same steps.

Entry Screens

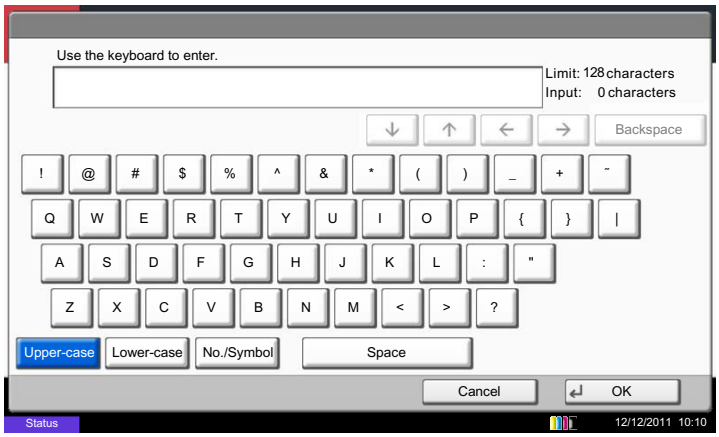
Lower-case Letter Entry Screen



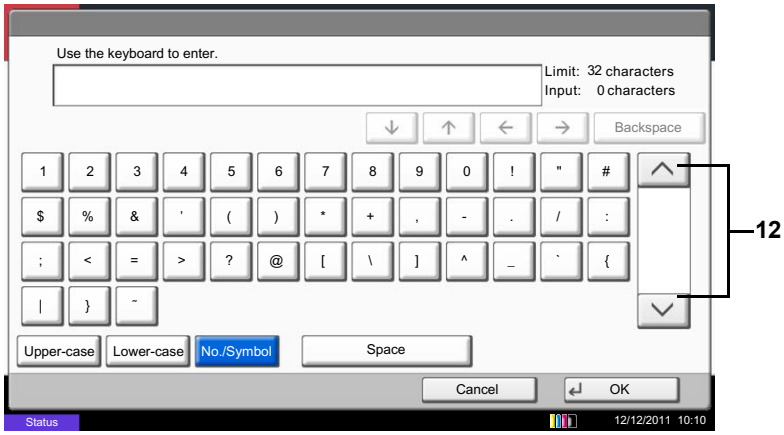
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit / Entry Display	Displays maximum number of characters and the number of characters entered.
3	Cursor Key	Press to move the cursor on the display.
4	[Backspace]	Press to delete a character to the left of the cursor.
5	Keyboard	Press the character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters.
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert a space.

No.	Display/Key	Description
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry was made.
11	[OK]	Press to finalize the entry and return to the screen before the entry was made.

Upper-case Letter Entry Screen



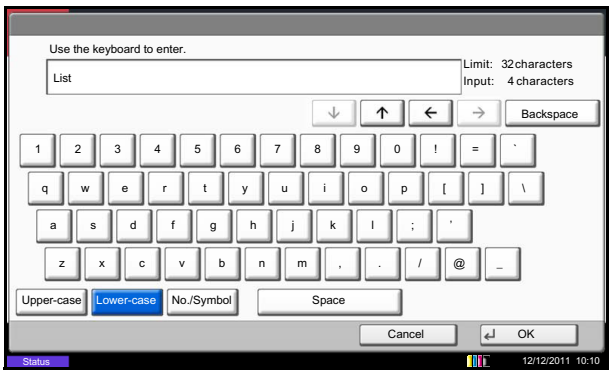
Number/Symbol Entry Screen



No.	Display/Key	Description
12	[∧]/[∨]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

Entering Characters

Follow the steps below to enter ‘List A-1’ for an example.



1 Press [Upper-case].

2 Press [L]. The letter *L* is shown on the display.

3 Press [Lower-case].

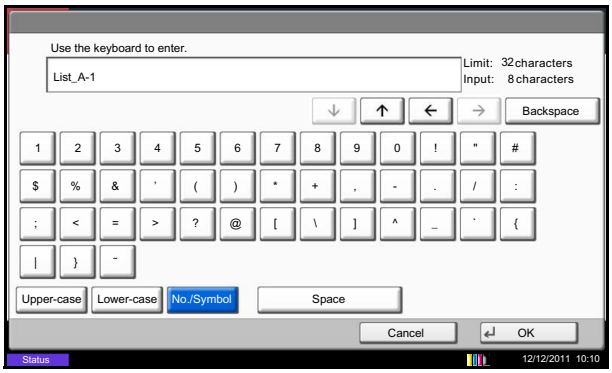
4 Press [i], [s], [t] and [Space].

5 Press [Upper-case].

6 Press [A].

7 Press [No./Symbol].

8 Press [∧] or [∨] repeatedly to view the keyboard containing [-] and [1].



9 Press [-] and [1].

10 Check that the entry is correct. Press [OK].

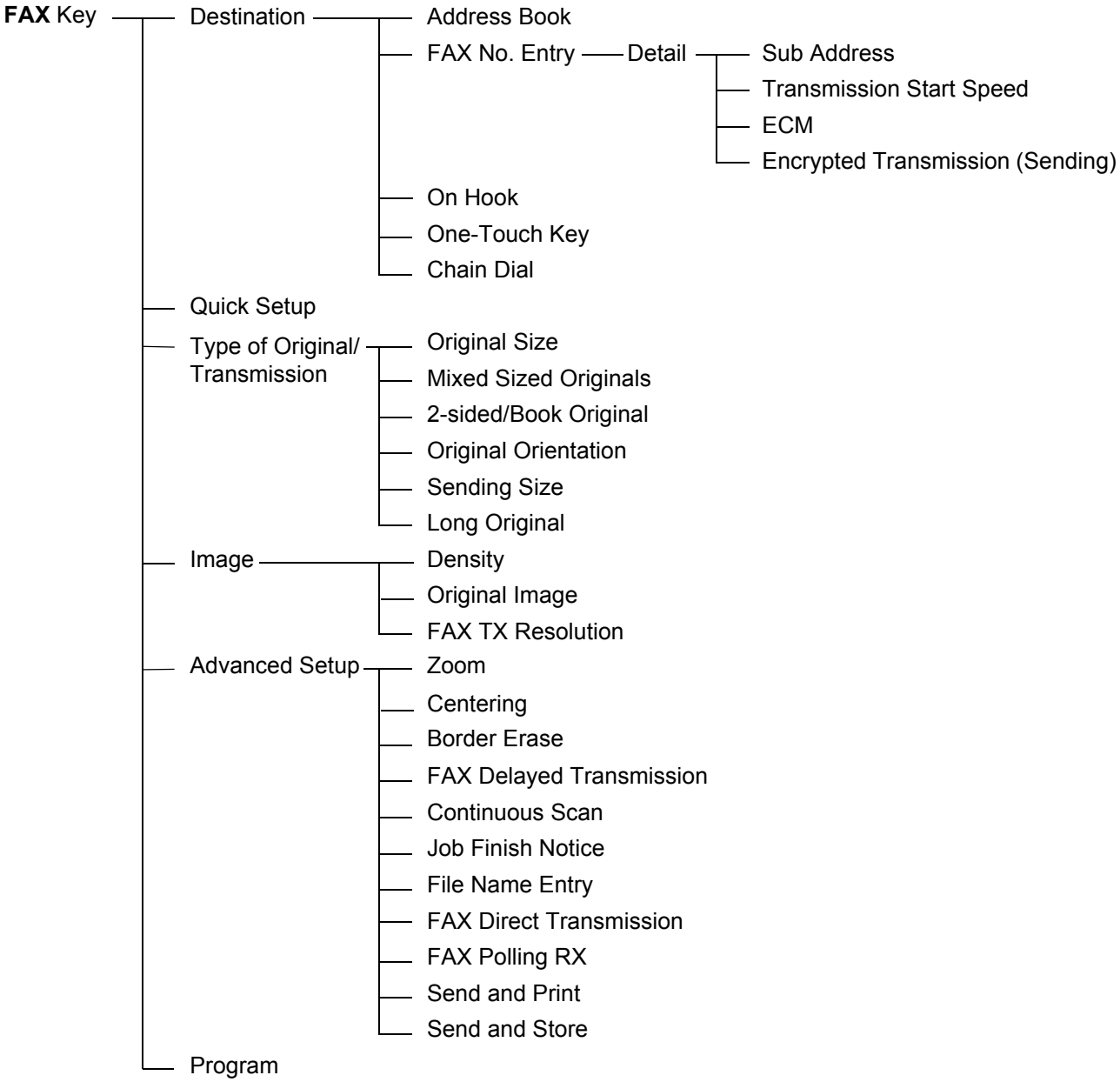
Specifications

NOTE: Specifications are subject to change without notice.

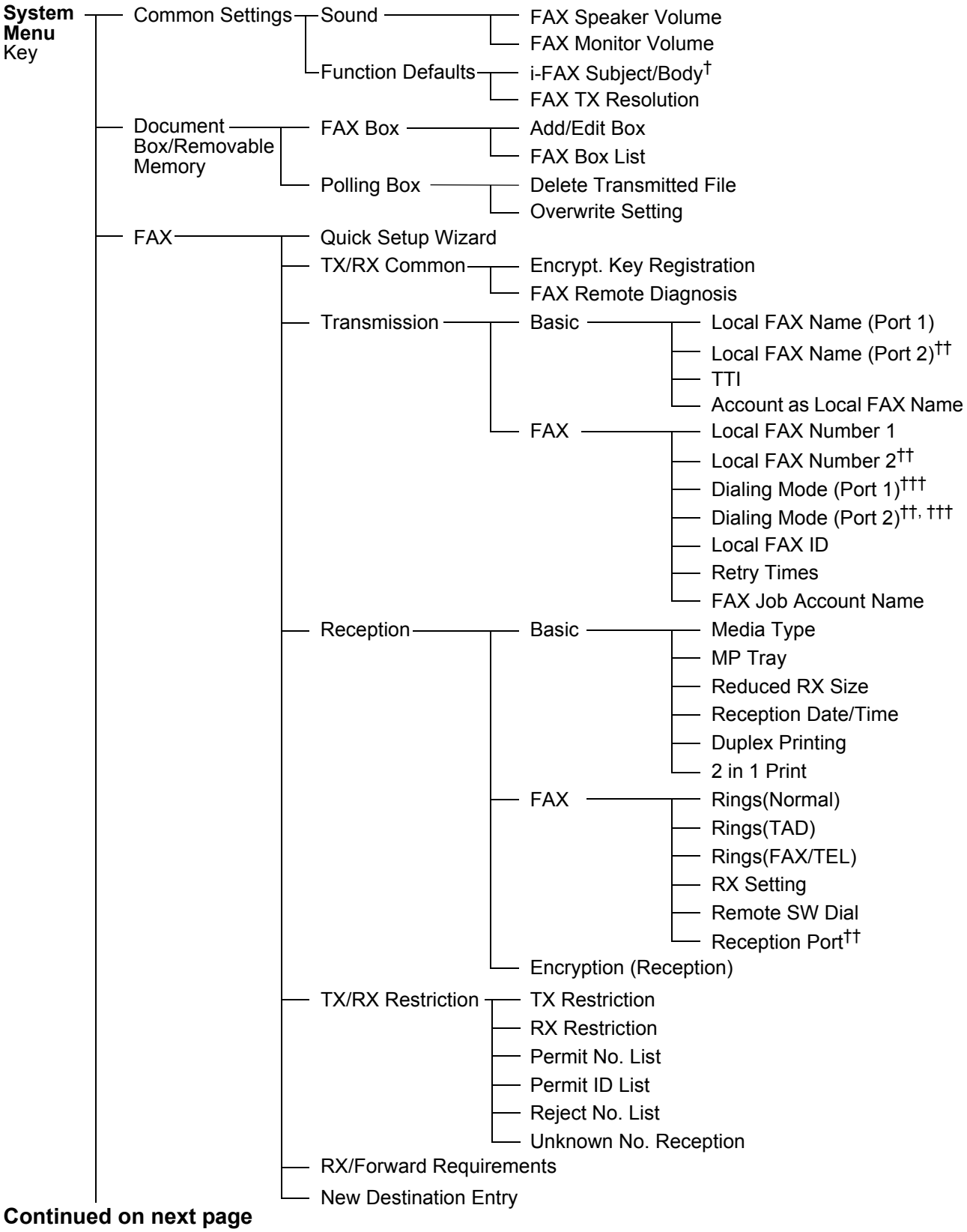
Item	Description
Type	Optional FAX kit
Compatibility	Super G3
Communication Line	Subscriber telephone line
Transmission Time	3 seconds or less (33600 bps, JBIG, ITU-T A4-R #1 chart)
Transmission Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
Coding Scheme	JBIG/MMR/MR/MH
Error Correction	ECM
Original Size	Max. width: 11"/297 mm, Max. length: 63"/1,600 mm
Automatic Document Feed	Max. 50 sheets (with document processor)
Scanner Resolution	Horizontal × Vertical 200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 200 × 400 dpi Super Fine (8 dot/mm × 15.4 line/mm) 400 × 400 dpi Ultra Fine (16 dot/mm × 15.4 line/mm) 600 × 600 dpi
Printing Resolution	600 × 600 dpi
Gradations	256 shades (Error diffusion)
One-Touch Key	1000 keys
Multi-Station Transmission	Max. 500 destinations
Substitute Memory Reception	700 sheets or more (when using ITU-T A4 #1) 7,000 sheets or more (when using expansion memory)
Image Memory Capacity	16 MB (standard) (for incoming faxed originals)
Report Output	Sent result report, FAX RX result report, Activity report, Status page
Option	Expansion Memory, Dual Port, Internet FAX Kit(A)

Menu List

The function keys on the touch panel and operation panel have the following menus. Refer to this list as necessary when you operate the machine.



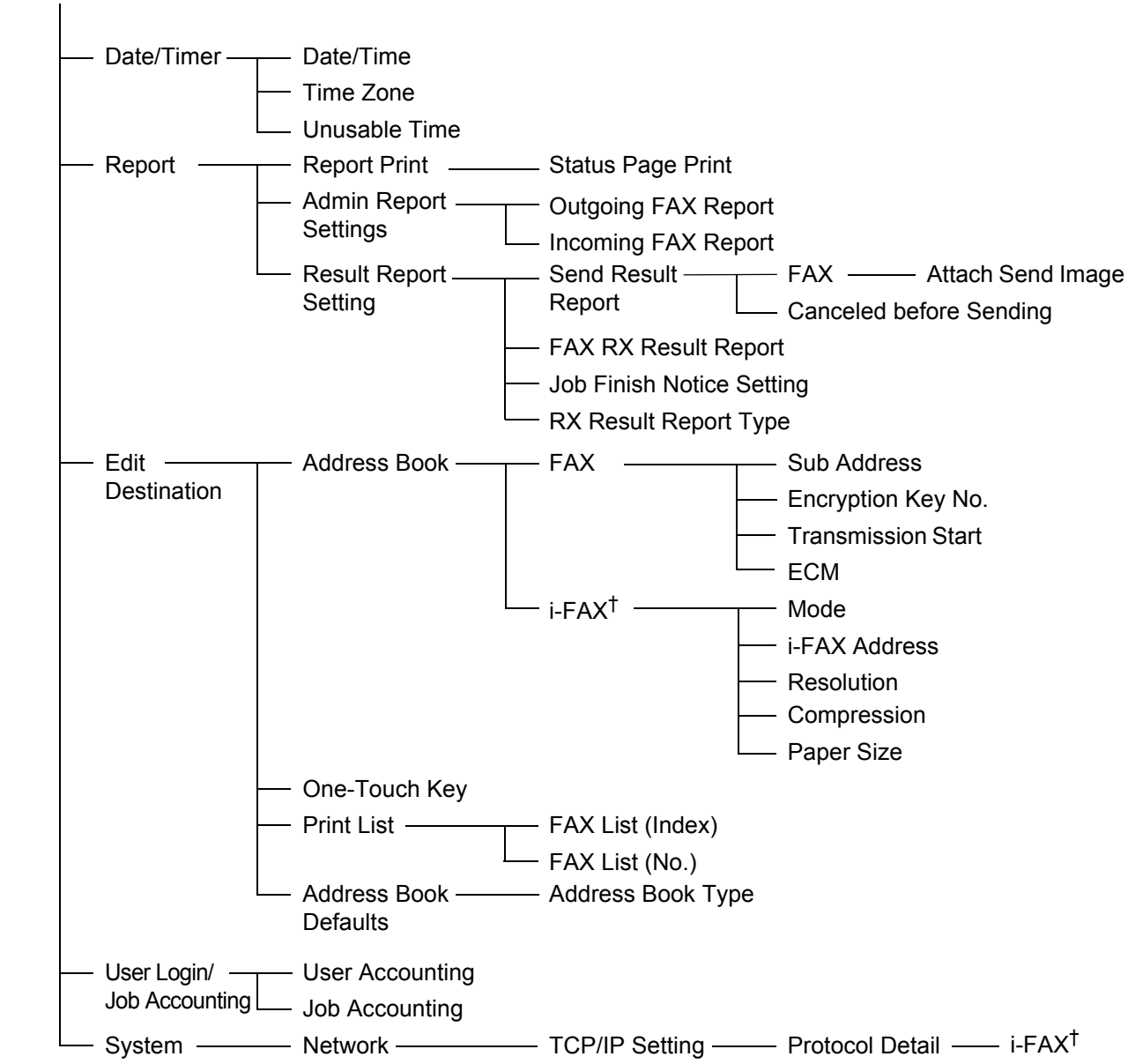
† Optional Internet FAX Kit(A) is required.



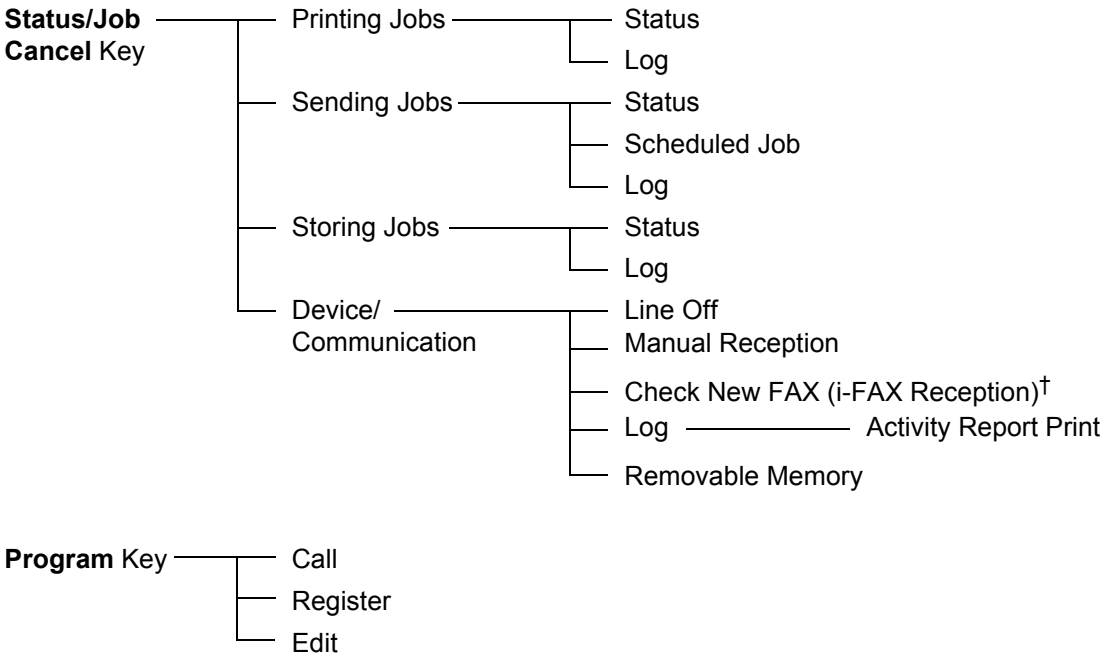
Continued on next page

† Optional Internet FAX Kit(A) is required.
†† Requires 2 optional FAX Kits (Dual FAX option)
††† Inch specification only

Continued from previous page



† Optional Internet FAX Kit(A) is required.



† Optional Internet FAX Kit(A) is required.

Received FAX Sizes and Paper Priority (Inch Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

Priority	Received FAX Size: ST	LT-R	LT	LG	LD
1	†, * ST-R	* LT-R	* LT	* LG	* LD
2	LT-R	†, * LT	†, * LT-R	†† LT-R	LT
3	LG	LG	† LG	†, †† LT	† LT-R
4	† LT	LD	LD	LD	† LG
5	LD	† ST-R		LT-R	
6				† LT	
7				† ST-R	

Paper Size

†. Paper orientation is different from the received document. The image is printed after being rotated 90° automatically.

††. Received Legal size document is reduced to match Letter size paper.

: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

NOTE: The abbreviations denote the following paper sizes.

ST: Statement

STR: Statement-R

LT: Letter

LTR: Letter-R

LG: Legal

LD: Ledger

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (*Refer to page 6-16*.)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Reduced RX Sizes

Priority		Received FAX Size				
		ST	LT-R	LT	LG	LD
Paper Size	1	†, * ST-R	* LT-R	* LT	* LG	* LD
	2	LT-R	†, * LT	†, * LT-R	LT-R	† LT-R
	3	LG	LG	† LG	† LT	LT
	4	† LT	LD	LD	LD	LG
	5	LD	ST-R	† ST-R	† ST-R	

†. Paper orientation is different from the received document. The image is printed after being rotated 90° automatically.

: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

NOTE: The abbreviations denote the following paper sizes.

ST: Statement

STR: Statement-R

LT: Letter

LTR: Letter-R

LG: Legal

LD: Ledger

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (*Refer to page 6-16*.)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Received FAX Sizes and Paper Priority (Metric Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

Priority	Received FAX Size: A5	B5	A4-R	A4	FL	B4	A3
1	†, * A5-R	* B5	* A4-R	* A4	* FL	* B4	* A3
2	A4-R	†, * B5-R	†, * A4	†, * A4-R	†† A4-R	A3	A4
3	FL	B4	FL	† FL	†, †† A4	B5	† A4-R
4	† A4	A4	A3	A3	A3	† B5-R	† FL
5	B5	† A4-R	B4	† B4	B4	A4	† B4
6	† B5-R	† FL	† A5-R		A4-R	† A4-R	
7	A3	A3	B5		† A4	† FL	
8	B4		† B5-R		† A5-R		
9					B5		
10					† B5-R		

†. Paper orientation is different from the received document. The image is printed after being rotated 90° automatically.

††. Folio size original is reduced to match A4 size paper.

: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

NOTE: The abbreviations denote the following paper sizes.

FL: Folio

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (*Refer to page 6-16*.)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Reduced RX Sizes

Priority	Paper Size	Received FAX Size						
		A5	B5	A4-R	A4	FL	B4	A3
	1	†,* A5-R	* B5	* A4-R	* A4	* FL	* B4	* A3
	2	A4-R	†,* B5-R	†,* A4	†,* A4-R	A4-R	A3	B4
	3	FL	B4	FL	† FL	† A4	A4-R	A4-R
	4	† A4	A4	A3	A3	A3	† A4	A4
	5	B5	† A4-R	B4	† B4	B4	FL	FL
	6	† B5-R	† FL	B5-R	B5	B5-R	B5-R	B5-R
	7	A3	A3	† B5	† B5-R	† B5	† B5	† B5
	8	B4		A5-R	† A5-R	† A5-R		

†. Paper orientation is different from the received document. The image is printed after being rotated 90° automatically.

: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

NOTE: The abbreviations denote the following paper sizes.

FL: Folio

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (*Refer to page 6-16*.)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Error Code List

When a transmission error occurs, one of the following error codes is recorded in the TX/RX Result Report and Activity Report.

NOTE: The number that follows U or E is the error code.

Error Code	Possible Cause/Action
Busy	Failed to establish connection with the recipient despite auto redialing the preset number of times. Send again.
CANCELED	Transmission was canceled due to an action to cancel transmission. Reception was canceled due to an action to cancel reception.
U00300	Paper depletion occurred at the recipient machine. Check with the recipient.
U00430 - U00462	Reception was canceled because of mismatching of communication features with the sender machine although the line connection was established.
U00601 - U00690	Communication was stopped due to the machine failure. Send or receive again.
U00700	Communication was stopped due to failure on the part of the sender or recipient machine.
U00800 - U00811	Page(s) not sent correctly. Send again.
U00900 - U00910	Page(s) not received correctly. Ask the sender to resend.
U01000 - U01097	Communication error occurred during transmission. Send again.
U01100 - U01196	Communication error occurred during reception. Ask the sender to resend.
U01400	Failed to establish communication with the sender or recipient machine because dialing registered for a push line system was used in a pulse line system.
U01500	Communication error occurred during high-speed transmission. Send again.
U01600	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again.

Error Code	Possible Cause/Action
U01700 - U01720	Communication error occurred during high-speed transmission. Send again.
U01721	Communication error occurred during high-speed transmission. Designated transmission speed may not be available for the recipient machine. Reduce the transmission start speed and send again.
U01800 - U01820	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again.
U01821	Communication error occurred during reception of high-speed transmission. Designated transmission speed may not be available for this machine. Ask the sender to reduce the transmission speed and send again.
U03000	During polling reception, a fax could not be received because no originals were set in the other party's fax machine. Check with the other party.
U03200	Sub address bulletin board reception was attempted and the other party's machine is an our-brand model, but the specified sub address box contained no data. Check with the other party.
U03300	An error occurred due to either 1 or 2 below. Check with the other party. **1** The other party's machine is an our-brand model and transmission restrictions were found set by the other party during polling reception. Communication was interrupted because the password was incorrect. **2** The other party's machine is an our-brand model and transmission restrictions were found set by the other party during sub address bulletin board reception. Communication was interrupted because the password was incorrect.
U03400	Polling reception was interrupted because the password entered by the other party did not match the Local FAX ID on the receiving machine. Check with the other party.

Error Code	Possible Cause/Action
U03500	Sub address bulletin board reception was attempted and the other party's machine is an our-brand model, but the specified sub address box was not registered on the other party's machine. Check with the recipient.
U03600	The other party's machine is an our-brand model and sub address bulletin board reception was interrupted because the specified sub address password was incorrect. Check with the other party.
U03700	Sub address bulletin board reception was attempted but the other party's machine either does not have a sub address bulletin board communication function or there were no originals in any of the originals transfer boxes (sub address boxes).
U04000	Specified sub address box is not registered in our-brand recipient machine, or the sub address does not match.
U04100	Recipient machine is not equipped with a sub address box function, or the sub address does not match.
U04200	Encrypted transmission was canceled because the specified box is not registered.
U04300	Encrypted transmission was canceled because the recipient fax is not equipped with an encrypted communication function.
U04400	Encrypted transmission was canceled because the encryption key does not match.
U04500	Encrypted reception was canceled because the encryption key does not match.
U05100	Transmission was canceled because communication requirements are not met due to the transmission restriction set on this machine. Check with the recipient.
U05200	Reception was canceled because communication requirements are not met due to the reception restriction set on this machine.
U05300	Reception was rejected by the recipient because communication requirements are not met due to the reception restriction set on the recipient machine. Check with the recipient.

Error Code	Possible Cause/Action
U14000	Reception to the FAX Box was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, or cancel the reception to the FAX Box.
U14100	Transmission to the FAX Box or sub address box on our-brand recipient machine was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19000	Memory reception was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, and ask the sender to resend.
U19100	Transmission was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19300	Transmission was stopped due to a data error occurring during transmission. Send again.

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MEMO

QUALITY
CERTIFICATE
This machine has passed
all quality controls and
final inspection

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